

**STATE OF UTAH**  
**UNIFORM ACCOUNTING MANUAL**  
*SPECIAL DISTRICT SECTION*

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The *Uniform Accounting Manual* for special districts in Utah was prepared to provide guidance in the budgeting, accounting, financial administration and financial reporting of special districts. The purpose, authority, and application of the manual are discussed in more detail in the introduction to the General Section of the *Uniform Accounting Manual*. The Legislature in its 1988 general session passed the Uniform Fiscal Procedures Act for Special Districts. This Act provides uniform budgeting, accounting and financial reporting procedures for most special districts. A copy of the Act may be found on V.H. The Act exempts certain types of districts from the requirements of the Act since there are already similar types of requirements in other sections of the *Code* for these districts. Districts exempted include Redevelopment Agencies, Public Transit Districts, Water Conservancy Districts, Metropolitan Water Districts, and Soil Conservation Districts. However, these districts will still be required to comply with the major aspects of the Act in budgeting, reporting, and fiscal year requirements.

Section 17A-1-405 of the Uniform Fiscal Procedures Act for Special Districts requires that all special districts adopt the budgeting and reporting fiscal year of the entity creating the district. In other words, districts created by counties should adopt a January 1 to December 31 fiscal year. Districts created by cities should adopt a July 1 to June 30 fiscal year. Water conservancy districts are created by district courts and may adopt either a January 1 to December 31 fiscal year or July 1 to June 30 fiscal year. Interlocal agreements consisting of counties and municipalities should adopt the fiscal year of the majority of the entities participating in the agreement.

This manual contains two sections with each section being separated by colored tabs. Section I. (with yellow tabs) is the "General Section" which contains auditing, accounting and other financial information applicable to all local governments in Utah. Section V. (with orange tabs) is the "Uniform Accounting Manual for Special Districts" which addresses the budgeting, accounting and financial administration for special districts. This section contains a copy of a publication by the University of Utah Center for Public Affairs and Administration entitled, *A Guide to Special Districts in Utah* (See V.G. Legal Guide). This guide was developed to "describe the categories of services typically provided by special districts, the services they provide and their management structures". This guide provides information in areas such as the laws relating to the creation of each type of district which are not otherwise covered in section V. of the *Uniform Accounting Manual*. The following policy statement summarizes the basic budget and financial administration procedures for special districts.

### SPECIAL DISTRICTS OPERATING PROCEDURES

#### BUDGET PROCESS

1. The governing board should appoint someone other than a board member as a budget officer. This person will be responsible for ensuring that no payments are made in excess of the approved budget.

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2. Budget hearings and timetables for special districts are prescribed by the Uniform Fiscal Procedures Act for special districts in sections 17A-1-410 through 17A-1-417.
3. Budget changes
  - a. If operating as an enterprise fund with the majority of revenue coming from user fees, then the governing board may approve budget changes without public hearings.
  - b. A public hearing must be held before the budget can be increased in any other fund.

### ADMINISTRATION

1. *Utah Code* Section 63-56 requires districts to have a purchasing policy and a purchasing agent. (See *Utah Code* Section 17A-1-421)
2. Where possible, the person receipting money should be separate from the person doing billings and maintaining accounts receivable and other accounting records. The person maintaining accounting records should reconcile what is deposited with information given them to post to accounts receivable records. If this separation of duties is not possible, then an overall reconciliation should be made monthly or quarterly by the administrator or a board member.
3. The governing board should approve all disbursements unless a financial administration ordinance or resolution is passed specifying the nature and maximum amount of disbursements that could be made without their approval.
4. Checks should be signed by the treasurer or any other person designated by the board. In districts with an expenditure budget of less than \$50,000 per year, a member of the governing body shall also sign all checks. Also, an optional person should be designated in the event of the absence of one of the two primary signatories.
5. In addition to the treasurer function of receipting money, other treasury functions such as investment of funds should be assigned.

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Special districts, like other state and local governmental units, must follow generally accepted governmental accounting principles as set forth by the Governmental Accounting Standards (GASB) (*Utah Code* Section 17A-1-406 and 51-2a-102). These principles are contained in the General Section of the *Uniform Accounting Manual* under the heading “GASB Principles.”

The difficulty with many special districts is determining what types of funds should be used for each type of district. Even in districts of the same type, different fund structures may be appropriate.

The decision as to what is the appropriate fund structure for a specific district is important in that it has a significant impact on budgetary procedures and financial reporting. It also impacts the basis of accounting and measurement focus to be used, i.e., when to report revenues and whether to record depreciation expense.

### ENTERPRISE FUNDS

“Enterprise funds may be used to report any activity for which a fee is charged to external users for goods or services. Activities are required to be reported as enterprise funds if any one of the following criteria is met. Governments should apply each of these criteria in the context of the activity’s principal revenue sources.

- a. The activity is financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity. Debt that is secured by a pledge of net revenues from fees and charges and the full faith and credit of a related primary government or component unit—even if that government is not expected to make any payments—is not payable solely from fees and charges of the activity. (Some debt may be secured, in part, by a portion of its own proceeds but should be considered as payable “solely” from the revenues of the activity.)
- b. Laws or regulations require that the activity’s costs of providing services, including capital costs (such as depreciation or debt service), be recovered with fees and charges, rather than with taxes or similar revenues.
- c. The pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs (such as depreciation or debt service).” (*GASB Codification* Section 1300.109)

Many special districts should be accounted for as enterprise funds based on the above definition. County service areas, special service districts, water and sewer improvement districts, metropolitan water districts, and others that provide services that are financed with user charges should be accounted for as enterprise funds. Other types of districts, such as water conservancy districts, may meet the above criteria and, therefore, should be accounted for as enterprise funds or as a combination of enterprise and governmental fund types depending upon the nature and activities of the district.

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Districts accounted for as enterprise funds are required to depreciate fixed assets and to otherwise fully cost all services provided.

### GOVERNMENTAL FUNDS

Governmental Funds - which are often called “source and disposition”, “expendable”, or “governmental-type” funds - are those through which most governmental functions typically are financed. The acquisition, use, and balances of the government’s expendable financial resources and the related current liabilities, except those accounted for in proprietary funds, are accounted for through governmental funds (general, special revenue, capital projects, debt service, and permanent funds).

Governmental funds are, in essence, accounting segregations of financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used; current liabilities are assigned to the fund from which they are to be paid; and the difference between governmental funds assets and liabilities, the fund equity, is referred to as “Fund Balance”.

Financial statements for governmental funds should be presented using the current financial resources measurement focus and the modified accrual basis of accounting, as the terms are discussed in Section 1600. The governmental fund measurement focus is on determination of financial position and changes in financial position (sources, uses, and balances of financial resources).

The financial statements required for governmental funds are a balance sheet and a statement of revenues, expenditures, and changes in fund balances. These statements may be supported or supplemented by more detailed schedules. (*GASB Codification* Section 1300.102)

Special districts which are financed almost exclusively by property taxes would normally use appropriate governmental fund types. This would include districts such as County Improvement Districts and others that provide police, library, planning, streets, lighting, flood control, etc.

### FIDUCIARY FUNDS

“Fiduciary fund reporting focuses on net assets and changes in net assets. Fiduciary funds should be used to report assets held in a trustee or agency capacity for others and therefore cannot be used to support the government’s own programs. The fiduciary fund category includes pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds. The three types of trust funds should be used to report resources held and administered by the reporting government when it is acting in a fiduciary capacity for individuals, private organizations, or other governments. These funds are distinguished from agency funds generally by the existence of a trust agreement that affects the degree of management involvement and the length of time that the resources are held.

Financial statements of fiduciary funds should be reported using the economic resources measurement focus and the accrual basis of accounting.” (*GASB Codification* Section 1300.102)

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Some districts, such as cemetery maintenance districts, may have fiduciary fund types in addition to their operating or general fund.

The decision as to what fund types are appropriate should be made after reviewing the nature and purpose of the district, the financial measurement focus (“net income” versus “source and disposition” of funds), and the fund types used by districts providing similar services. Your legal counsel, independent auditor, and others including the Local Government Division of the State Auditor’s Office, would be appropriate sources of guidance on this decision.

To provide uniformity as charged by the State Legislature, the State Auditor may specify a particular fund accounting to a district that it has determined is not appropriately classified in accordance with generally accepted accounting principles.

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## UNIFORM ACCOUNTING MANUAL

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### BUDGETARY PROCEDURES

All special districts must adopt a budget after public notice and hearing. However, the format of the budget and procedures for modifying and amending the budget would vary depending on the fund structure and specific legal requirements. In general, governmental funds require a public hearing before a budget may be increased from that originally adopted. However, enterprise funds can normally be increased without a public hearing. It is suggested that a public hearing be held where possible before the budget is amended even if the law does not specifically require it. This may help resolve one of the primary complaints of citizens concerning special districts' lack of visibility.

### ACCOUNTING

The most significant ramification of the accounting for special districts as enterprise fund types is that of recording depreciation. For governmental fund types, assets are generally recorded as expenditures when purchased rather than being capitalized and depreciated over the life of the asset as in enterprise funds.

Other differences such as revenue recognition, recording compensated absences, etc., are also affected by the fund structure.

### FINANCIAL REPORTING

The format of the financial statements as well as the focus of what the financial statements are intending to reflect is also impacted by the fund structure.



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**Reference:** V. B.03  
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**Subject:** Chart of Accounts  
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Because of the diversity of special districts, a standard chart of accounts is not provided in this section. However, districts are encouraged to follow the appropriate master chart of accounts for various funds as provided in section I.C.07 or the simplified chart of accounts for smaller districts in section I.C.10.

The primary purpose of a standard chart of accounts is to provide uniform classification of revenues and expenditures. Recognizing the legislative intent for uniformity among local governmental units, this area will be studied in more detail and if warranted, a uniform chart of accounts may be provided.

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**Reference:** V. C.01  
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**Subject:** Budgetary Procedures - Introduction  
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The significance of a district's budget process cannot be overemphasized. The budget process is an essential element in the financial planning, control and evaluation of a district and it provides the opportunity for those citizens paying for governmental services to be heard by their elected or appointed representatives. Recognizing the significance of the budget process, the Utah Legislature has set forth laws that define the budget process which special districts are required to follow. These laws provide protection for both the taxpayers and the elected and appointed officials. The Uniform Fiscal Procedures Act for Special Districts contains those laws. For ease of understanding, the laws pertaining to the normal budget process have been summarized on the following pages. The complete text of these laws is contained in *Utah Code*. Where a district has specific laws relating to their budget process, they are included in the specific district fiscal laws section of this manual.

The district's budget may be prepared by any person so designated by the board but the budget must be approved by the board. The board should also designate someone other than a board member as a budget officer for the purpose of ensuring that no expenditures are made in excess of amounts budgeted.

The budget laws recognize the benefits of uniform budgets which can be compared from one year to the next and which can also be compared with similar districts. The State Auditor is charged with providing these uniform budget forms and ensuring that they are completed and on file in the State Auditor's office for inspection. Copies of the budget forms and instructions for their use are found in Section V. C.07 of this manual.

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## UNIFORM ACCOUNTING MANUAL

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Refer to section V. F for budget laws unique to a particular district type, maximum property tax rate limits, etc.

The following summary should be reviewed and understood by all district board members and officials. Officials directly involved in the budget approval and modification processes should become familiar with the complete text of these budget laws, as well as all other budgetary procedures and laws discussed in this section of the manual.

In 1985 and 1986 the Legislature passed two bills relating to "truth in taxation" which will affect special districts in the requirements and procedures necessary in budgeting and setting property tax levies. These items are covered in more detail in section I. B.02 (General Section).

### PROCESS AND TIMETABLE

<u>PREPARATION AND ADOPTION</u>	<u>CODE SECTION</u>
1. A tentative budget must be prepared for the following fund(s): general, special revenue, debt service, capital projects, and enterprise.	17A-1-408
If an enterprise fund budget contains amounts to subsidize Other funds of the unit (in excess of reasonable allocation of Costs), all enterprise fund customers must be notified <u>in writing</u> of the date, time, place and purpose at least 7 days prior to hearing. This written notice is in addition to the newspaper advertisement in number 5.	17A-1-432(3)(a)
2. The budgeted revenues and expenditures must balance, except in enterprise funds. (This means no property tax can be levied unless there is a budgeted purpose for its use.)	17A-1-409(2)
3. Tentative budget to be presented to governing body (board) on or before the first regularly scheduled meeting of the governing body in November for a calendar year entity and May for a fiscal year entity.	17A-1-410(1)

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4. Each independent district with an annual budget of \$50,000 or more shall send a copy of its tentative budget and notice of the time and place for its budget hearing to each of its constituent entities and to each of its customer agencies, if requested to do so in writing, by the constituent entity or customer agency. 17A-1-502(1)

A constituent entity (entity) is any county, city, or town that levies property taxes within the boundaries of the district.

A customer agency (agency) means those governmental entities, except school districts, institutions of higher education, and federal government agencies that purchase or obtain services from the special district.

The district shall include with the tentative budget a signature sheet that includes: language that the entity or agency received the tentative budget and has no objection to it; and, a place for the chairperson or other designee of the entity or agency to sign.

If the entity or agency that receives the tentative budget has not returned the signature sheet within 15 calendar days after the tentative budget was mailed, the district shall send a written notice of the budget hearing to each entity or agency that did not return a signature sheet and invite them to attend its budget hearing. 17A-1-502(3)

If requested to do so by any entity or agency, the district shall schedule a meeting to discuss the budget with the entity or agency. At that meeting the district shall explain its budget and seek to resolve any objections.

Nothing in this bill shall prevent any district board from approving or implementing a budget over any and all entity or agency objection, protest or failure to respond. 17A-1-502(4)

This procedure must happen within 30 days after the board approved the tentative budget and at least 30 days before approval of the final budget. 17A-1-502(1)

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5. The tentative budget shall be available for public inspection for at least seven days prior to the public hearing. 17A-1-411
6. Public notice of a budget hearing must be published in a newspaper of general circulation at least seven days prior to the meeting. (May be posted in three public places if no newspaper is available.) 17A-1-412

NOTE: Refer to the General Section, I. B.02 and *Utah Code* Section 59-2-918 and 919 for additional disclosure requirements in the case of increased property tax revenues.

7. A public hearing is to be held at which all interested persons shall be given an opportunity to be heard. 17A-1-413
8. After the public hearing the governing body shall consider all input and may make final adjustments to the budget. 17A-1-414
9. Prior to the beginning of the fiscal year the final budget is adopted by the governing body and submitted to State Auditor. One copy is made available for public inspection. 17A-1-417 & 418

*Utah Code* Section 59-2-924(3) requires adoption of a tentative budget on or before June 22. Calendar year entities report previously adopted budgets. The proposed tax rate must also be adopted by June 22 and submitted to the county auditor. If there will be no increase in the certified tax rate, a final tax rate is adopted on or before June 22 (and final budget on or before by June 22 by entities on a June 30 fiscal year.) Calendar year entities have already adopted final budgets the preceding December.

If the district sets a proposed tax rate which exceeds the certified tax rate, it shall not adopt its final budget until the public hearing specified in Section 59-2-919 has been held. This requirement applies to calendar year entities as well as fiscal year entities. A budget which anticipates an increase in the tax rate cannot be passed until a tax rate increase hearing has been held. Until the hearing is held and a final budget and tax rate are adopted, taxing districts using a fiscal year may expend monies based on: (1) its tentative budget after adoption, or (2) its prior year's adopted final budget as amended, which must be re-adopted by resolution at a regular meeting of the governing body. August 17 is the latest possible date for final adoption of a budget by fiscal year entities in the case of an increase in the certified tax rate.

10. A copy of the final budget is to be filed with the State Auditor within 30 days of adoption. 17A-1-417

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### BUDGET MODIFICATIONS

#### TRANSFERS

1. Transfer from one expenditure account to another within a fund may be made in compliance with policies established by the governing body. 17A-1-423

### BUDGET MODIFICATIONS

#### INCREASES:

2. Districts are required to follow the notification and hearing requirements specified in *Utah Code* Sections 17A-1-412 and 17A-1-413 in order to increase any fund (except the enterprise fund which does not require a hearing to increase). See numbers 5 and 6 above. 17A-1-424

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The process for the original adoption of a budget by districts operating as enterprise funds is the same as for those with a governmental fund type structure. Please refer to the process for the budget preparation and adoption as noted in section V. C.02. However, there are basic differences in the budget procedures for enterprise funds.

First, the measurement of revenues and expenses is on a full accrual basis similar to a private business. The intent of the budgeting and financial reporting is to measure the profit or loss from operations. Accordingly, when assets are required they are capitalized and then depreciated over their useful life. This depreciation expense must then be budgeted as an expense even though no cash outlay is required. Conversely, the principal payment on outstanding bonds is not an expense even though a cash outlay is required.

Another difference in the budget process is in the modification or amendment of the enterprise fund budget. This can be done by the district board without a public hearing. However, such a hearing is recommended, when circumstances allow, to enable participants the opportunity to provide input.

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**Reference:** V. C.04  
**Page:** 1 of 1  
**Subject:** Fund Deficits  
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Some districts find themselves with a deficit fund balance in the general fund and believe that, in accordance with *Utah Code* Section 17A-1-416(3), they can appropriate five percent of their general fund revenues per year to pay off this deficit. The State Auditor has taken the position that if the deficit was an illegally created deficit (i.e., expenditures in excess of that budgeted), the total deficit should be appropriated in the following fiscal year. This requirement applies to all special districts.



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**Reference:** V. C.05  
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**Subject:** Emergency Expenditures  
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*Utah Code* Section 17A-1-426 provides the governing body the authority to increase expenditures without a public hearing, and even incur a deficit in the fund balance of the general fund in the case of an emergency. The definition of an emergency as set forth in the law is restrictive to such things as natural calamities. Therefore, the authority provided by this section may not be used for other reasons, such as to cover unbudgeted expenditures that may be more prudently made now than in the future.

**17A-1-426. Emergency expenditures.** If the governing body of a district determines that an emergency exists, such as widespread damage from fire, flood, or earthquake, and that the emergency necessitates the expenditure of money in excess of the budget of the general fund, the governing body may, by resolution, amend the budget and authorize the expenditures and incur any deficits in the fund balance of the general fund reasonably necessary to meet the emergency.

As previously noted, those districts operating as enterprise funds are not required to hold a public hearing to increase expenditures from the amount budgeted.

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**Reference:** V. C.06  
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**Subject:** Interfund Loans  
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*Utah Code* provides for loans by one fund to another for special districts.

**17A-1-429. Loans by one fund to another.** Subject to restrictions imposed by bond covenants, statute, or other controlling regulations, the governing body of a district may authorize interfund loans from one fund to another at interest rates, repayment terms, and conditions prescribed by the governing body.

These loans may not be made for the purpose of covering an operating deficit in any of the funds of the district that were incurred in violation of budgetary laws.

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**Subject:** Budget Form Instructions  
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The *Utah Code* requires the State Auditor to prepare and supply each governmental unit with suitable budget, accounting, auditing and reporting forms. State law requires the governmental unit to use these forms in the preparation of the tentative budget. When adopted, the budget is to be certified by the budget officer and filed with the State Auditor within 30 days after adoption.

Annually, the State Auditor's Office will send out two copies of the budget forms to the districts. However, if these forms fail to reach the districts, for whatever reason, the example forms found in Section V.C.08 of this manual can be photocopied and used for this purpose. They can also be found and down loaded from the State Auditor's Office web site at [www.sao.utah.gov](http://www.sao.utah.gov). One original copy of the completed budget forms should be returned to the State Auditor's Office in accordance with *Utah Code*.

Questions are frequently received about the necessity of using the budget forms when governmental units have their own computerized budget process which provides printouts in a different format than these forms. This is a very legitimate concern, but it needs to be considered in relation to the intent and purpose of uniformity. Many different citizens' groups, research organizations and other groups use these forms for analysis and research purposes. Because of their needs and the intent of the law, the budget forms or a computer printout with the same information and format must be filed with the State Auditor's Office. For tentative budget purposes, the districts may use their own forms, but when requested by citizens or other users, the district must provide the budget to them in the format required by law.

State law requires that three comparative years be provided in the budget. Columns for prior year actual, current year estimate, and ensuing year budget are provided on each budget form. This information, set out in columns, is helpful to district officials and the public by providing historical perspective.

A "certification of budget" form is required to be submitted with each budget. This notarized form certifies that the attached budget is a true and correct copy of the budget as adopted and that appropriate notification and hearing requirements were met.

Additional budget instructions are included in the budget forms packet. Please contact the State Auditor's Office (538-1025) or your independent auditor if you have any questions about these forms or require assistance in completing them.

Most districts should use the budget forms provided in section V.C.08.

As discussed in previous sections of this manual, special districts may use various different fund types for recording and reporting their financial activity. The decision as to what is the appropriate fund structure for a specific district is important in that it has a significant impact on budgetary procedures and financial reporting. It also impacts the basis of accounting and measurement focus to be used. The budget forms include the various different fund types. Only those fund types applicable to the budgeting entity need be used. The rest of the pages with unused fund types may be left blank or discarded.

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Redevelopment agencies should be budgeted as separate legal entities using the budget forms provided in section V.C.09

Associations of government should be budgeted as separate legal entities using the budget forms provided in section V.C.10.

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**(PLEASE READ CAREFULLY)**

### BUDGET INSTRUCTIONS

1. The law requires that budgets be balanced. This means that in the general fund, the capital projects fund, and debt service fund, the "Total Revenues" must equal the "Total Expenses."
2. The law further requires that the columns labeled "Prior Year" and "Current Year" be filled in as well the "Budget" column. The actual expenses shown in the first two columns are meant to help you in determining more accurate budget amounts.
3. For the general fund:  
If all, or part, of the prior year's fund balance needs to be used to balance the budget, place the balancing amount on the line called "Contribution From Fund Balance" in the Revenues section. If part of the budget year's revenues are meant to increase the fund balance, place the balancing amount on the line called "Contribution To Fund Balance" in the Expenses section.
4. Page 2 Must be completely filled out, signed and notarized.  
  
Page 3 Must be completed for the General Fund or the Enterprise Fund. Fill out only the fund your district uses.  
  
Page 4 To be completed only for Capital Projects Funds or Debt Service Funds. If your district does not use these funds, you may discard page 4.
5. This budget is a public document and must be kept by the district. It must be available for inspection by the public during business hours.
6. Finally, a copy of this budget must be sent to the State Auditor's Office within 30 days after its adoption.

Please send to: Utah State Auditor's Office  
Utah State Capitol Complex  
East Office Building - Suite E310  
Salt Lake City, UT 84114-2310

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

Van Christensen at (801) 538-1394, or toll free (800) 622-1243

\_\_\_\_\_  
DISTRICT

\_\_\_\_\_  
YEAR

## CERTIFICATION OF BUDGET

### ADOPTION OF BUDGET INFORMATION:

In compliance with Title 17A, Part 4 of the *Utah Code*, I, the undersigned, certify that the attached budget document is a true and correct copy of the budget of \_\_\_\_\_ for the fiscal year ending \_\_\_\_\_, 20\_\_\_\_, as approved and adopted by resolution on \_\_\_\_\_, 20\_\_\_\_. A public hearing, which met the requirements of the *Utah Code*, section (indicate which):

[ ] 17A-1-412 and 413, (applicable to entities who are adopting a budget prior to beginning of the fiscal year)

[ ] 59-2-918 and 919, (applicable to entities who have budgeted a tax rate increase)

was held on \_\_\_\_\_, 20\_\_\_\_\_.

Signed:

Budget Officer

Subscribed and sworn to this

day of \_\_\_\_\_, 20\_\_\_\_\_.

(Notary Public)

# DISTRICT BUDGET

For the year ended \_\_\_\_\_

For the year ended \_\_\_\_\_

[illegible]

# DISTRICT BUDGET

For the year ended \_\_\_\_\_

CAPITAL PROJECTS FUND				DEBT SERVICE FUND			
		ACTUAL EXPENDITURES			ACTUAL EXPENDITURES		
		PRIOR YEAR	CURRENT YEAR	BUDGET	PRIOR YEAR	CURRENT YEAR	BUDGET
<b>REVENUES</b>							
Bond Issues							
Property Taxes							
Fee-in-Lieu of Taxes							
Investment/Interest Income							
Transfers from:							
	Fund						
	Fund						
Other: _____							
<b>TOTAL REVENUES</b>							
<hr/>							
<b>Beginning Fund Balance</b>							
<b>Available for Use</b>							
<hr/>							
<b>EXPENDITURES</b>							
Debt Service							
Retirement of Bonds							
Interest on Bonds							
Capital Outlay							
Transfers to:							
	Fund						
	Fund						
Other: _____							
<b>TOTAL EXPENDITURES</b>							
<hr/>							
<b>ENDING FUND BALANCE</b>							



# BUDGET INSTRUCTIONS

## FOR REDEVELOPMENT AGENCIES

Budget forms submitted must present a balanced budget as required by *Utah Code*. Budgeted expenditures must equal budgeted revenues. If prior year surplus amounts are to be appropriated in this budget, the amount is to be presented as a source of revenue in the budget. Also, any budgeted increase in a fund balance must be presented as an expenditure within the appropriate budget.

A copy of the final budget should be sent to the State Auditor's Office within 30 days of adoption.

Send completed budgets to:

Utah State Auditor's Office  
Utah State Capitol Complex  
East Office Building, Suite E310  
Salt Lake City, UT 84114-2310

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REDEVELOPMENT AGENCY

FISCAL YEAR END

## CERTIFICATION OF BUDGET

### ADOPTION OF BUDGET INFORMATION:

In compliance with *Utah Code* Section 17C-1-601, redevelopment agencies are required to prepare budgetary information in accordance with adopted procedures.

I, the undersigned, certify that the attached budget document is a true and correct copy of the budget of \_\_\_\_\_ for the fiscal year ending \_\_\_\_\_, 20\_\_\_\_, as approved and adopted by resolution dated \_\_\_\_\_, 20\_\_\_\_. A public hearing, which met the requirements of the *Utah Code* Section (indicate which):

[ ] 17C-1-601, (applicable to entities who are adopting a budget prior to beginning of the fiscal year)

[ ] 59-2-918 and 919, (applicable to entities who have budgeted a tax rate increase)

was held on \_\_\_\_\_, 20\_\_\_\_.

Signed:

Budget Officer or Agency Director

Subscribed and sworn to this

day of \_\_\_\_\_, 20\_\_\_\_.

(Notary Public)

Redevelopment Agency

Fiscal Year

Account Number	Source of Revenue	Prior Year Actual Revenue 20____	Current Year Estimate	Ensuing Year Approved Budget Appropriation
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**GENERAL FUND REVENUES**

	<b>TAXES</b>			
	Tax Increment Monies - Current			
	Prior Years' Tax Increment - Delinquent			
	<b>INTERGOVERNMENTAL REVENUE</b>			
	Loans/Grants from Local Units			
	<b>MISCELLANEOUS REVENUE</b>			
	Interest Earnings			
	Rents and Concessions			
	Sale of Fixed Assets			
	<b>CONTRIBUTIONS AND TRANSFERS</b>			
	Contrib. from:			
	Contributions from Private Sources			
	Contribution from Fund Balance			
	<b>TOTAL REVENUES</b>			

**GENERAL FUND EXPENDITURES**

	<b>GENERAL GOVERNMENT</b>			
	Salaries			
	Governing Board (Board of Directors)			
	Rent			
	Legal Fees			
	Central Staff			
	Administrative			
	Supplies & Other Materials			
	Professional Services			
	Other:			
	<b>REDEVELOPMENT ACTIVITIES</b>			
	(Relocation, demolition, land acquisitions, infrastructure, improvements, etc.)			
	<b>MISCELLANEOUS</b>			
	Budgeted Increase in Fund Balance			
	<b>TOTAL EXPENDITURES</b>			

\_\_\_\_\_  
ASSOCIATION OF GOVERNMENTS

FISCAL YEAR END

## CERTIFICATION OF BUDGET

### ADOPTION OF BUDGET INFORMATION:

In compliance with *Utah Code* Sections 17A-408 through 413, associations of governments are required to prepare budgetary information in accordance with adopted procedures.

I, the undersigned, certify that the attached budget document is a true and correct copy of the budget of \_\_\_\_\_ for the fiscal year ending \_\_\_\_\_, 20 \_\_\_\_, as approved and adopted by resolution dated \_\_\_\_\_, 20\_\_\_\_.

Signed:

Budget Officer or Agency Director

Subscribed and sworn to this

day of \_\_\_\_\_, 20\_\_\_\_.

(Notary Public)

Association of Government

Fiscal Year

**GENERAL FUND REVENUES**

Account Number	Source of Revenue	Prior Year Actual Revenue 20____	Current Year Estimate	Ensuing Year Approved Budget Appropriation
	<b>INTERGOVERNMENTAL REVENUE</b>			
	Federal Grants and Contracts			
	State Grants and Contracts			
	State Appropriations			
	Grants from Local Units: _____			
	<b>CHARGES FOR SERVICES</b>			
	Recreation and Culture			
	Miscellaneous Services: _____			
	Other (Specify): _____			
	<b>MISCELLANEOUS REVENUE</b>			
	<b>CONTRIBUTIONS AND TRANSFERS</b>			
	Contribution from Other Governmental Units			
	Contributions from Private Sources			
	Contributions - General Fund Surplus			
	<b>TOTAL REVENUES</b>			

Association of Government

Fiscal Year

**GENERAL FUND EXPENDITURES**

Account Number	Source of Revenue	Prior Year Actual Revenue 20____	Current Year Estimate	Ensuing Year Approved Budget Appropriation
	<b>GENERAL GOVERNMENT</b>			
	Executive and Central Staff			
	Non-Departmental			
	Other (Specify):			
	<b>PUBLIC HEALTH</b>			
	Aging			
	Weatherization			
	RSVP			
	Human Services			
	Nutrition			
	Mental Health			
	Other (Specify):			
	Water Quality			
	Food commodities			
	Community Services Block Grant			
	Social Services Block Grant			
	<b>COMMUNITY &amp; ECONOMIC DEVELOP.</b>			
	Tourism Promotion			
	Industrial Promotion			
	Economic Development			
	JTPA			
	Other (Specify):			
	Federal Procurement			
	<b>TRANSPORTATION &amp; PUBLIC SAFETY</b>			
	Airports			
	Highways and Streets			
	Other (Specify):			
	<b>PARKS, RECR., &amp; PUBLIC PROPERTY</b>			
	Parks			
	Swimming Pool			
	Golf Course			
	Recreation and Culture			
	Libraries			
	Other (Specify):			
	Miscellaneous			
	<b>Budgeted Increase in Fund Balance</b>			
	<b>TOTAL EXPENDITURES</b>			

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. D.01  
**Page:** 1 of 1  
**Subject:** Interim Financial Reports  
**Effective Date:** 1 April 1986  
**Revision Date:** 1 December 2006

*Utah Code* Section 17A-1-442, prescribes quarterly interim reporting requirements for special districts.

**17A-1-442. Quarterly financial reports required.** The district clerk or other delegated person shall prepare and present to the governing body detailed quarterly financial reports showing the financial position and operations of the district for that quarter and the year to date status.

All financial statements made pursuant to this section shall be open for public inspection during regular business hours.

These interim financial reports are critical to the fiscal management of a district. The budgetary controls under which district officials are required to operate cannot be monitored by the governing body and other affected officials without interim financial reports. Also, accurate and timely interim financial reports are necessary for the governing body to be able to monitor the overall financial condition of their district.

The interim financial reports presented on pages 1 and 2 of Section V.D.02 are for illustrative purposes. Any changes can be made to suggested formats as long as the interim financial reports are presented to the governing body at least quarterly with at least the same level of detail as the adopted budget.

ILLUSTRATED INTERIM FINANCIAL REPORT  
AND COMPARISON WITH THE BUDGET  
Governmental Fund Types  
(General, Special Revenue, Debt Service, Capital Projects)

\_\_\_\_\_ FUND

FOR THE \_\_\_\_\_ MONTH(S) ENDED \_\_\_\_\_

	Annual Budget	Current Period	Year to Date	Percent of Budget	
				Current Year	Prior Year
REVENUES:					
Property taxes	_____	_____	_____	_____	_____
Other taxes	_____	_____	_____	_____	_____
Fee in Lieu of Taxes	_____	_____	_____	_____	_____
Charges for Services	_____	_____	_____	_____	_____
Interest Income	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____
TOTAL REVENUES	_____	_____	_____	_____	_____
EXPENDITURES:					
Salaries and Benefits	_____	_____	_____	_____	_____
Other Operating Expenses	_____	_____	_____	_____	_____
Debt Service	_____	_____	_____	_____	_____
Capital outlay	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____
TOTAL EXPENDITURES	_____	_____	_____	_____	_____
Excess of revenues over (under) expenditures	_____	_____	_____	_____	_____
OTHER FINANCING SOURCES & USES:					
Transfers from (to) other funds	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____
TOTAL OTHER FINANCING SOURCES & USES	_____	_____	_____	_____	_____
Excess of revenues over (under) expenditures & other sources & uses	=====	=====	=====	=====	=====



ILLUSTRATED INTERIM FINANCIAL REPORT  
AND COMPARISON WITH THE BUDGET  
Enterprise and Similar Fund Operations

\_\_\_\_\_ FUND

FOR THE \_\_\_\_\_ MONTHS ENDED \_\_\_\_\_

	Annual Budget	Current Period	Year to Date	Percent of Budget	
				Current Year	Prior Year
REVENUES:					
Charges for services	_____	_____	_____	_____	_____
Interest	_____	_____	_____	_____	_____
Contributions/Grants	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____
TOTAL REVENUES	_____	_____	_____	_____	_____
EXPENSES:					
Personal services	_____	_____	_____	_____	_____
Contractual services	_____	_____	_____	_____	_____
Materials & supplies	_____	_____	_____	_____	_____
Utilities	_____	_____	_____	_____	_____
Depreciation	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____
TOTAL EXPENSES	_____	_____	_____	_____	_____
Transfers from (to) other funds	_____	_____	_____	_____	_____
Net income	_____	_____	_____	_____	_____
Beginning retained earnings	_____	_____	_____	_____	_____
Ending retained earnings	=====	=====	=====	=====	=====

Reconciliation of Accounts Receivable  
Customer Charges and Collections

Accounts receivable - beginning of period	\$ _____
ADD: Billings this period	\$ _____
(LESS): Collections this period	\$ _____
Accounts receivable - end of period	\$ _____

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. D.03  
**Page:** 1 of 1  
**Subject:** District Financial Reporting Entity  
**Effective Date:** 1 April 1986  
**Revision Date:** 1 December 2006

The term “reporting entity” refers to the concept of what activities, organizations, and functions are to be included in the financial report of a governmental unit. Because of the method of creation and organization of special districts, the question of reporting entity is important. This includes consideration of what should be included in the financial report of the district and whether the district should be included in the financial statements of the governmental unit that created it.

Included in the General Section of the manual under “Auditing and Financial Reporting Requirements”, is a discussion on the “reporting entity”. This section should be reviewed with the district’s independent auditor prior to beginning the annual audit. Questions in this regard should be referred to the Local Government Division of the State Auditor’s Office. Reference should also be made to the “Specific District Laws” section of the manual where some comments are made regarding the reporting entity.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. D. 04  
**Page:** 1 of 3  
**Subject:** Annual Financial Reports  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

The financial statements represent the final product of the entire process of accounting techniques and procedures employed to record the financial transactions of a district. They provide the administrative officials, the local citizenry, state and federal officials, etc., the tools to analyze and appraise the financial condition of a district and the results of its operations for a given period or periods of time. The financial statements of districts are also reviewed and studied for a variety of other reasons, including energy related and other impact issues and for comparing taxes and cost of services of one locality to another.

It is important that the financial statements of the districts be uniform for the reasons listed above. Also, the concept of uniform budgeting, accounting and financial reporting are stressed in several sections of the *Utah Code*.

Section I.C. (General Section) of this manual sets forth the requirements for financial reports to be in accordance with generally accepted accounting principles (GAAP) and also sets forth additional State or Federal compliance reporting requirements. Also provided are references to illustrative financial statements which are not provided in this section of the manual.

Some special districts have a unique financial reporting problem in that the type of financial statement presentation that may appear most appropriate during the development/construction phase, is not consistent with the long term operating objectives of the district. A district should review the section of the manual entitled "Determination of Fund Structure" (Section V.B.01). After reviewing this section and consultation with appropriate financial and/or legal counsel, a district should determine the appropriate operating structure. The financial statements of a district should then be presented consistent with the appropriate operating fund structure.

*Utah Code* Sections 17A-1-443 & 444, set forth the requirements for annual financial reports to be prepared, presented and filed by special districts. These sections allow this requirement to be met "by the presentation of the audit report furnished by the independent auditor".

*Utah Code* Section 51-2a-201 & 202 requires an audit to be performed and submitted to the State Auditor's Office by all political subdivisions, interlocal organizations, and other local entities.

*Utah Code* Section 17A-1-503 requires the board of each independent special service district with an annual budget of \$50,000 or more to send a copy of its audit report to each of its constituent entities (entity) and each of its customer agencies (agency) within 30 days after the report has been presented to the board, if requested, in writing, by the entity or agency.

Constituent entity means any county, city, or town that levies property taxes within the boundaries of the district.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. D. 04  
**Page:** 2 of 3  
**Subject:** Annual Financial Reports  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

Customer agency means those governmental entities, except school districts, institutions of higher education, and federal agencies that purchase or obtain services from the special district.

Any entity or agency wishing to discuss the audit report or the district's plans to implement suggestions made by the auditor shall be given an opportunity to do so.

*Utah Code* Section 51-2a-201 provides that with the approval of the State Auditor, smaller governmental units may be exempted from the requirement to have an audit but they are still required to prepare or have prepared a financial report and file that report with the State Auditor's Office within six months after the end of the fiscal year. *Utah Code* Section 51-2a-201 provides the following:

1. The governing board of an entity whose revenues or expenditures of all funds is \$350,000 or more shall cause an audit to be made of its accounts by a competent certified public accountant.
2. Unless otherwise required by the state Auditor under Section 51-2a-301, the governing board of an entity whose revenues or expenditures of all funds is at least \$200,000 but less than \$350,000, shall cause a review to be made of its accounts by a certified public accountant.
3. Unless otherwise required by the state auditor under Section 51-2a-301, the governing board of an equity whose revenues or expenditures of all funds is at least \$100,000 but less than \$200,000 shall cause a compilation to be made of its accounts by a certified public accountant.
4. Unless otherwise required by the state auditor under Section 51-2a-301, the governing board of an entity whose revenues and expenditures of all funds is less than \$100,000 shall cause a fiscal report to be made on forms provided by the state auditor.

These forms consist of two statements - a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balance. Although the format of these statements, as presented, is NOT in accordance with all requirements of generally accepted accounting principles, they should provide sufficient disclosure for smaller governmental units.

Both the Balance Sheet and the Statement of Revenues, Expenditures, and Changes in Fund Balance have columns for several fund types. These are used on an "as needed" basis.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. D. 04  
**Page:** 3 of 3  
**Subject:** Annual Financial Reports  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

The State Auditor's Office will not mail a copy of these financial statements forms to all districts on an annual basis. Many districts will not need these forms and will be making arrangements with qualified independent CPA firms to have an audit, review, or compilation conducted. Those districts preparing their own financial statements will receive copies of the forms, on an annual basis, from the State Auditor's office.

A compilation of financial statements consists of presenting the financial information applicable to the districts in a format that is in conformance with generally accepted accounting principles. Use of the proper format will allow comparability with financial statements of other districts and provide the needed financial information for research, monitoring, and other purposes. No testwork, however, is performed by the independent public accountant and the amounts and contents of the financial statements are strictly the representations of the districts' officials.

A review report is substantially the same as a compilation. However, there is additional inquiry and analytical review procedures performed on the financial statements which "provide the accountant with a reasonable basis for expressing limited assurance that there is no material modification that should be made to the statements in order for them to be in conformity with Generally Accepted Accounting Principles...".

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. D.05  
**Page:** 1 of 2  
**Subject:** Financial Statement Presentation of Budget Information  
For Governmental Fund Types  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

The following guidance, regarding the presentation of the budget information in the financial statements, is applicable to districts operating as a governmental fund types entity.

1. *GASB Codification* Section 2400 requires the presentation of budget to actual information “for the general fund and for each major special revenue fund that has a legally adopted annual budget.” Governments are encouraged to present such budgetary comparison information either in schedules as part of RSI or in the body of the financial report immediately after the governmental fund’s Statement of Revenues, Expenditures and Changes in Fund Balance. The budgetary comparison schedule should present both (a) the original and (b) the final appropriated budgets for the reporting period as well as (c) actual inflows, outflows, and balances. A separate column to report the variance between the final budget and actual amounts is encouraged but not required. If the budgetary comparison formation is included in the basic statements, disclosures discussed in this section should be in the notes to the financial statements rather than as notes to RSI.

A potential problem exists in reporting budgets for capital projects that extend beyond one fiscal year. A capital project budget for projects extending beyond one year would be set depending upon the available financial resources to be expended. If the money to be spent is already set or will be within the current budget year, then the total amount of the capital project would normally be budgeted in one year. The amount to be presented would be the unexpended balance of ongoing projects. If revenue is to be provided each year for that year’s expenditures, then the project would need to be budgeted each year for the allowable expenditures and only the current year’s budgeted expenditures would be reflected.

2. Several questions have been raised regarding the presentations of this budgetary comparison information in the annual audit report.
  - a. How should budget information be shown to reflect a balanced budget as required by *Utah Code* Section 17A-1-409, when accumulated beginning fund balance is being used to finance part of the expenditures? (Fund balance usage in the general fund is restricted by Section 17A-1-415 which also sets forth requirements for usage of excess fund balance.)

For governmental fund types other than the general fund, *Utah Code* Section 17A-1-415 does not preclude the usage of fund balance to finance expenditures. However, to comply with the intent of Section 17A-1-409 any usage of fund balance should be budgeted as an available resource for appropriation purpose. Even though it is treated as a budgeted resource in the budget process, the usage of beginning fund balance to help finance expenditures for these fund types should not be reflected as revenues or resources on this budget presentation. In the general fund, as in other budgeted governmental fund types, the usage of fund balance to finance expenditures should be reflected after all revenues, expenditures, and other financing

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. D.05  
**Page:** 2 of 2  
**Subject:** Financial Statement Presentation of Budget Information  
For Governmental Fund Types  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

sources and uses are presented. This line should be entitled "Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses".

However, in the general fund, because of the restriction of Section 17A-1-415, a brief explanation should either be given after this heading or footnote disclosures made of what fund balance is being used to finance expenditures. Possible explanations could be: general fund - usage of excess fund balance as statutorily required; or general fund - usage of reserved "road fund" balance.

- b. How should this budget presentation reflect more budgeted revenues and other sources than budgeted expenditures and other uses? (In other words, a budgeted increase in fund balance.)

Again, no special treatment or disclosure is required on this budget presentation for governmental fund types other than the general fund since the accumulation of fund balance in these fund types is not restricted. However, as noted above, a planned increase in fund balance should be treated in the special district budget process as a usage of financial resources in order to comply with the intent of *Utah Code* Section 17A-1-409. In the general fund an excess of budgeted revenue and other sources over budgeted expenditures and other uses may reflect a special district's desire to increase their unreserved fund balance or it may reflect the fact that more restricted revenues are received in one year than the special district anticipates spending (for example, state allocated road funds). Since Section 17A-1-415 restricts the accumulation of fund balance in the general fund, any budgeted increase in the fund balance should be explained in this budget presentation or in the footnote disclosure. Possible explanations could be: general fund - increase in reserved "road funds" balance; or general fund - budgeted increase in unreserved fund balance.

## **FINANCIAL REPORT INSTRUCTIONS**

1. Both the “Balance Sheet” and the “Statement of Revenues, Expenses, and Changes in Fund Balance” must be filled out.
2. Fill in only the column(s) that applies to your organization (e.g. “General Fund” or “Enterprise Fund”). No amounts should be entered where there are no lines.
3. “BALANCE SHEET”
  - a. The amount on the “Total Assets” line minus the amount on the “Total Liabilities” line equals the fund balance of your entity. If any part, or all, of your fund balance is reserved, that part, or all, should be shown and explained on the “Reserved” line.
  - b. The amount on the “Total Assets” line must equal the amount on the “Liab. & End. Fund Balance” line.
  - c. The amount on the “Ending Fund Bal.” line must equal the amount shown on the “Ending Fund Balance” line of the “statement of Revenues, Expenses, and Changes in Fund Balance.”
4. “STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCE”
  - a. Budget amounts must be filled in if a “Budget” column is shown for your fund.
  - b. The amount on the “Total Revenues” line less the amount on the “Total Expenses” line is the amount to be entered on the “Income or (Loss)” line.
  - c. The amount on the “Income or (Loss)” line, and the amount on the “Other,” line (if any), and the amount on the “Beginning Fund Balance” lines are added to arrive at the amount on the “Ending Fund Balance” line. The amount on the “Ending Fund Balance” line must equal the amount on the “Ending Fund Balance” line of the “Balance Sheet.”
5. A copy of the financial report must be sent to our office within 6 months after your district’s year end.

Our address: Utah State Auditor’s Office  
Utah State Capitol Complex  
East Office Building, Suite E310  
Salt Lake City, UT 84114-2310

### **IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

Van Christensen at (801) 538-1394 or toll free (800) 622-1243



## **CERTIFICATION OF FINANCIAL REPORT**

### **FOR GOVERNMENTAL ENTITIES WITH REVENUES OR EXPENDITURES LESS THAN \$100,000.**

We certify that the following schedules properly present the financial operations of the \_\_\_\_\_ District for the

fiscal year ended \_\_\_\_\_, 20\_\_\_\_.

_____ Board Chairman	_____ Date	_____ Phone No.
-------------------------	---------------	--------------------

_____ Budget Officer	_____ Date	_____ Phone No.
-------------------------	---------------	--------------------

Subscribed and sworn to this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_.

(Notary Public)

One original copy of this financial report must be kept by the entity at its offices and available for public inspection.

One original copy of this financial report must be sent to:

State Auditor's Office  
Utah State Capitol Complex E310  
PO Box 142310  
Salt Lake City, UT 84114-2310

no later than six (6) months after the end of the fiscal year.

**District**  
**Statement of Revenues, Expenditures / Expenses and Changes in Fund Balance / Equity**  
For Entities with Total Revenues or Expenditures/Expenses less than \$100,000

For the year ended \_\_\_\_\_

	General Fund		Other Governmental Funds (Capitol Projects, Debt Service, Special Revenue & Permanent)		Enterprise Fund
	Budget	Actual	Budget	Actual	
<b>Revenues:</b>					
Taxes: Property Tax					
Other Taxes					
Fee in Lieu of Taxes					
Charges for services					
Interest Income					
Other miscellaneous					
Transfers From Other Funds					
<b>Total Revenue</b>					

<b>Expenditures/Expenses:</b>					
Salaries and Benefits					
Other Operating Expenses					
Capital Outlay					
Depreciation					
Transfers To Other Funds					
<b>Total Expenditures/Expenses</b>					

Income or (Loss)				
------------------	--	--	--	--

Beginning fund balance/Net Assets				
Ending fund balance/Net Assets				

**District**  
**Balance Sheet / Statement of Net Assets**

For Entities with Total Revenues or Expenditures less than \$100,000

For the year ended \_\_\_\_\_

	General Fund	Other Governmental Funds (Capital Projects, Debt Service, Special Revenue & Permanent)	Capital Assets and Long Term Debt	Enterprise Fund
<b>Assets</b>				
Cash and cash equivalents				
Investments				
Receivables				
Capital Assets				
Land				
Building				
Improvements Other than Buildings				
Equipment				
Less Accumulated Depreciation				
Other:				
<b>Total Assets</b>				
<b>Liabilities</b>				
Accounts Payable				
Interest Payable				
Other: _____				
<b>Total Liabilities</b>				
<b>Fund Balance / Net Assets</b>				
Restricted				
Reserved for: _____				
Unreserved				
<b>Ending Fund Balance / Net Assets</b>				
<b>Tot. Liab. &amp; End. Fund Bal./Net Assets</b>				

<b>Reference:</b>	V.D.06.01
<b>Subject:</b>	Detailed Instructions for Financial Report for Special Districts (under \$100,000)
<b>Effective Date:</b>	1-Aug-97
<b>Revision Date:</b>	1-Jan-06

The financial reporting forms for smaller Districts were designed to be as simple as possible but still provide the information necessary to accurately report the financial activity and condition of the District. These instructions are provided to assist you in preparing the required financial reports.

The report forms may be used by a District if neither revenues nor expenditures exceed \$100,000. This limit is applied to the total of all funds reported. Revenues, in this case, would include bond proceeds, etc.

The District must first determine the appropriate fund category to use. Most smaller Districts will use a general fund or an enterprise fund. Generally, the majority of revenue received by the District is property taxes, which should be reported in a general fund. However, in many instances a District will have a utility (water, sewer, electricity, etc.) where the major revenue source is charges for services or user fees. The financial information for utilities should be reported in an enterprise fund.

Other fund types may be used as necessary. For example, the debt service fund is used to report the accumulation of funds for, and the payment of, general long-term debt principle and interest. Also, the capital projects fund is used to account for funds to be used for the purchase or construction of capital facilities. These funds should only be used where there is a general fund. Debt service and construction costs for an enterprise type activity should be reported in the enterprise fund.

All capital assets (land, buildings, machinery and equipment) related to the general fund and other governmental funds should be reported in the Capital Assets and Long Term Debt column. All capital assets related to an enterprise fund such as a utility should be reported in the enterprise fund.

All long-term debt related to the general fund and other governmental funds should also be reported in the Capital Asset and Long Term Debt column. As with capital assets, long-term debt related to an enterprise fund should be reported in the enterprise fund.

The cemetery perpetual care permanent fund (other governmental funds) is used by cemeteries to account for the assets and activity of a perpetual trust fund. In this case, use the general fund for operations financed from property taxes and the cemetery perpetual care permanent fund for reporting the assets and other transactions related to the perpetual care fund.

Following are line by line instructions for completing the financial reports.

## BALANCE SHEET

### GENERAL FUND

1. CASH: This line should include all ready cash amounts; including, petty cash, checking accounts, and savings accounts held on the reporting date. Use the book (check register) balance and not the bank statement balance. (The reporting date is December 31 for entities created by counties, and June 30 for entities created by municipalities.)
2. INVESTMENTS: This line includes all amounts invested in securities including certificates of deposit, repurchase agreements, amounts invested in the Public Treasurers' Pool, etc.
3. RECEIVABLES: These are amounts owed to the unit by other individuals or entities on the reporting date.
4. OTHER: Any other asset categories such as "due from other funds."
5. TOTAL ASSETS: This is the total of lines (1) thru (4).  $[(1) + (2) + (3) + (4) = (5)]$
6. ACCOUNTS PAYABLE: These are amounts owed by the unit to other individuals or entities on the reporting date.
7. INTEREST PAYABLE: This line is for recording interest amounts owed by the general fund on debt other than long-term debt.
8. OTHER: Liabilities not recorded as an account or interest payable.
9. TOTAL LIABILITIES: This is the total of lines (6) thru (8).  $[(6) + (7) + (8) = (9)]$
10. RESTRICTED: Use these lines to identify any fund balance amounts which are restricted for a specific purpose by an individual or group other than the district or its governing board.
11. RESERVED AMOUNTS: Use these lines to identify any fund balance amounts which are reserved for specific purposes. Please identify the purpose.
12. UNRESERVED FUND BALANCE: These are the remaining uncommitted funds on the reporting date. Generally, this amount can be calculated by taking Total Assets minus Total Liabilities minus Reserved Amounts.  $[(5) - (9) - (10) - (11) = (12)]$
13. ENDING FUND BALANCE: This is the total of lines (10), (11) and (12). This line must equal the "ending fund balance/ net assets" line on the Statement of Revenues, Expenditures and Changes in Fund Balances for the same fund.
14. LIABILITIES & ENDING FUND BALANCE: This is the total of lines (9) and (13).

OTHER GOVERNMENTAL FUNDS (CAPITAL PROJECTS, DEBT SERVICE, SPECIAL REVENUE & PERMANENT)

All governmental fund type activities not reported in the general fund should be combined and reported in one column as shown on the report form. This includes activity in debt service, capital projects, special revenue and permanent funds.

15. CASH: This line should include all ready cash amounts; including, petty cash, checking accounts, and savings accounts held on the reporting date. Use the book (check register) balance and not the bank statement balance. (The reporting date is December 31 for entities created by counties, and June 30 for entities created by municipalities.)
16. INVESTMENTS: This line includes all amounts invested in securities including certificates of deposit, repurchase agreements, amounts invested in the Public Treasurers' Pool, etc.
17. RECEIVABLES: These are amounts owed to the unit by other individuals or entities on the reporting date.
18. OTHER: Any other asset categories such as "due from other funds."
19. TOTAL ASSETS: This is the total of lines (15) thru (18).  $[(15) + (16) + (17) + (18) = (19)]$
20. ACCOUNTS PAYABLE: These are amounts owed by the unit to other individuals or entities on the reporting date.
21. INTEREST PAYABLE: This line is for recording interest amounts owed by the general fund on debt other than long-term debt.
22. OTHER: Liabilities not recorded as an account or interest payable.
23. TOTAL LIABILITIES: This is the total of lines (20) thru (22).  $[(20) + (21) + (22) = (23)]$
24. RESTRICTED: Use these lines to identify any fund balance amounts which are restricted for a specific purpose by an individual or group other than the district or its governing board.
25. RESERVED AMOUNTS: Use these lines to identify any fund balance amounts which are reserved for specific purposes. Please identify the purpose.
26. UNRESERVED FUND BALANCE: These are the remaining uncommitted funds on the reporting date. Generally, this amount can be calculated by taking Total Assets minus Total Liabilities minus Reserved Amounts.  $[(19) - (23) - (24) - (25) = (26)]$
27. ENDING FUND BALANCE: This is the total of lines (24), (25) and (26). This line must equal the "ending fund balance/ net assets" line on the Statement of Revenues, Expenditures and Changes in Fund Balances for the same fund.

28. LIABILITIES & ENDING FUND BALANCE: This is the total of lines (23) and (27).
29. LAND: Record on this line the value of all land owned by the District which is used for governmental fund purposes. (All land used for business type activities should be reported in the enterprise fund column.) Use historical records to determine its value at purchase. If such records are not available, use the best estimate of its value when it was purchased or deeded to the District.
30. BUILDINGS: Record on this line the value of all buildings owned by the District which are being used for governmental fund purposes. (All buildings used for business-type activities should be reported in the enterprise fund column.) Use historical records to determine its value at purchase. If such records are not available, use the best estimate of its value when it was purchased or deeded to the District.
31. IMPROVEMENTS OTHER THAN BUILDINGS: Record the value of improvements made to facilities which are not classified as buildings or equipment used for or owned by governmental funds. (All improvements other than buildings used for business-type activities should be reported in the enterprise fund column.)
32. EQUIPMENT: Record on this line the value of all equipment owned by the District which is used for governmental fund purposes. (All machinery and equipment use for business-type activities should be reported in the enterprise fund column.) Use historical records to determine its value at purchase. If such records are not available, use the best estimate of its value when it was purchased or deeded to the District.
33. TOTAL ASSETS: This is the total of lines (29) thru (32). [(29) + (30) + (31) + (32) = (33)]
34. ACCOUNTS PAYABLE: Non-current liabilities that are due to be paid in more than one year from the date of the current financial report.
35. INTEREST PAYABLE: Record the value of interest due on long-term debt obligations of the governmental funds.
36. OTHER: Non-current liabilities that are due to be paid in more than one year from the date of current financial report and are not classified in either of the two lines above.
37. TOTAL LIABILITIES: This is the total of lines (34) thru (36). [(34) + (35) + (36) = (37)]

#### ENTERPRISE FUND

38. CASH: Put on this line all amounts in your enterprise fund checking account and/or savings account on the reporting date. Use the book (check register) balance and not the bank statement balance. (The reporting date is December 31 for entities created by counties, and June 30 for entities created by municipalities.)
39. INVESTMENTS: This line includes all amounts of the enterprise fund invested in securities including certificates of deposit, repurchase agreements, amounts invested in the Public Treasurers' Pool, etc.

40. RECEIVABLES: These are amounts owed to the enterprise fund by other individuals or entities on the reporting date.
41. LAND: Record on this line the value of all land owned by the District which is used for enterprise fund purposes. Use historical records to determine its value at purchase. If such records are not available, use the best estimate of its value when it was purchased or deeded to the District.
42. BUILDINGS: Record on this line the value of all buildings owned by the District which are being used for enterprise fund purposes. Use historical records to determine its value at purchase. If such records are not available, use the best estimate of its value when it was purchased or deeded to the District.
43. IMPROVEMENTS OTHER THAN BUILDINGS: Record the value of improvements made to facilities which are not classified as buildings or equipment used for or owned by the enterprise fund.
44. EQUIPMENT: Record on this line the value of all equipment owned by the District which is used for enterprise fund purposes. Use historical records to determine its value at purchase. If such records are not available, use the best estimate of its value when it was purchased or deeded to the District.
45. ACCUMULATED DEPRECIATION: This line is used to record the sum of all depreciation recorded for buildings, improvements other than buildings, and equipment of the enterprise fund.
46. OTHER: The value of any other assets belonging to the enterprise fund not applicable to the categories listed above.
47. TOTAL ASSETS: This is the total of lines (38) thru (46). [(38) + (39) + (40) + (41) + (42) + (43) + (44) + (45) + (46) = (47)]
48. ACCOUNTS PAYABLE: These are amounts owed by the enterprise fund to other individuals or entities on the reporting date.
49. INTEREST PAYABLE: This line is for recording amounts owed by the enterprise fund for interest on debt.
50. OTHER: The value of any other liabilities owed by the enterprise fund not applicable to the categories listed above.
51. TOTAL LIABILITIES: This is the total of lines (48) thru (50). [(48) + (49) + (50) = (51)]
52. RESTRICTED: Use these lines to identify any fund balance amounts which are restricted for a specific purpose by an individual or group other than the district or its governing board.



53. RESERVED: Use these lines to identify any fund balance amounts which are reserved for specific purposes. Please identify the purpose.
54. UNRESERVED: These are the remaining uncommitted funds on the reporting date. Generally, this amount can be calculated by taking Total Assets minus Total Liabilities minus Reserved Amounts. [(47) - (51) - (52) - (53) = (54)]
55. ENDING FUND BALANCE/NET ASSETS: This is the total of lines (52), (53) and (54). This line must equal the "ending fund balance/net assets" line on the Statement of Revenues, Expenditures and Changes in Fund Balances for the same fund.
56. TOTAL LIABILITIES & ENDING FUND BALANCE: This is the total of lines (51) and (55).

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

### ALL FUNDS

The same fund types should be used on the statement of revenues, expenditures, and changes in fund balances as on the balance sheet. Also, this statement requires both budget information and actual revenues and expenditures for most funds. The explanations given for each line apply for all funds and for budget amounts as well. Financial reports cannot be accepted without the budget information.

- A. PROPERTY TAX: Report on this line all property taxes collected for the District by the county during the fiscal year. You may need to contact the county treasurer for assistance on determining the correct amount to put on this line.
- B. OTHER TAXES: This line may be used for any other taxes received by the District.
- C. FEE IN LIEU OF TAXES: This line should include fees in lieu of taxes received by the entity during the year. This line should include delinquent fees in lieu of taxes actually received.
- D. CHARGES FOR SERVICES: This line item is used to report all revenues received from charges for services including water or sewer services, etc., or user fees.
- E. INTEREST INCOME: This line should include all interest actually received or credited to the entity from its deposits or investments.
- F. OTHER MISC: Any other revenues not described above should be recorded on this line with a description of the source of the revenue.
- G. TRANSFERS FROM OTHER FUNDS: This line should include money that is transferred from another fund such as the General Fund, Capitol Projects Fund etc.
- H. TOTAL REVENUE: This is the total of lines (A) through (G). [(A) + (B) + (C) + (D) + (E) + (F) + (G) = (H)]

I. Thru K.

EXPENDITURES: Expenditures should be classified by function or department. If none of the specific categories seems to fit your type of District, break out the expenditures into salaries and benefits and other operating expenses.

L. TRANSFERS TO OTHER FUNDS: This line should include money that is transferred to another fund such as the General Fund, Capitol Projects Fund etc.

M. TOTAL EXPENDITURES/EXPENSES: This is the total of lines (I) through (L).  $[I + J + K + L = M]$

N. INCOME OR (LOSS): This is total revenues minus total expenditures.  $[(H) - (M) = (N)]$

O. BEGINNING FUND BALANCE/NET ASSETS: This is the fund balance at the beginning of the fiscal year. It can be obtained from the previous year's balance sheet account "Ending Fund Balance". [Line 13 for the general fund; line 27 for the capital project funds; line 55 for the enterprise fund.] For very small Districts that have only a checking and/or savings account and no other assets or liabilities, it will be the balance in the checking and/or savings account on the first day of the fiscal year.

P. ENDING FUND BALANCE/NET ASSETS: This line is the total of lines (N) plus (O). This line must equal the "Ending Fund Balance" line for the same fund on the balance sheet. [Line 13 for the general fund; line 27 for the capital project fund; line 55 for the enterprise fund.]

Q. DEPRECIATION EXPENSE: This line should record the current year's depreciation expense for buildings, improvements other than buildings and equipment reported in the enterprise fund.

# District

## Balance Sheet / Statement of Net Assets

For Entities with Total Revenues or Expenditures less than \$100,000

For the year ended

	General Fund	Other Governmental Funds (Capital Projects, Debt Service, Special Revenue & Permanent)	Capital Assets and Long Term Debt	Enterprise Fund
<b>Assets</b>				
Cash and cash equivalents	1	15		38
Investments	2	16		39
Receivables	3	17		40
Capital Assets				
Land			29	41
Building			30	42
Improvements Other than Buildings			31	43
Equipment			32	44
Less Accumulated Depreciation				( 45 )
Other:	4	18		46
<b>Total Assets</b>	5	19	33	47
<b>Liabilities</b>				
Accounts Payable	6	20	34	48
Interest Payable	7	21	35	49
Other: _____	8	22	36	50
<b>Total Liabilities</b>	9	23	37	51
<b>Fund Balance / Net Assets</b>				
Restricted	10	24		52
Reserved for: _____	11	25		53
Unreserved	12	26		54
<b>Ending Fund Balance / Net Assets</b>	13	27		55
<b>Tot. Liab. &amp; End. Fund Bal./Net Assets</b>	14	28		56

**District**  
**Statement of Revenues, Expenditures / Expenses and Changes in Fund Balance / Equity**  
For Entities with Total Revenues or Expenditures/Expenses less than \$100,000

For the year ended \_\_\_\_\_

	<b>General Fund</b>		<b>Other Governmental Funds (Capitol Projects, Debt Service, Special Revenue &amp; Permanent)</b>		<b>Enterprise Fund</b>
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	
<b>Revenues:</b>					
Taxes: Property Tax		A		A	A
Other Taxes		B		B	B
Fee in Lieu of Taxes		C		C	C
Charges for services		D		D	D
Interest Income		E		E	E
Other miscellaneous		F		F	F
Transfers From Other Funds		G		G	G
<b>Total Revenue</b>		H		H	H
<hr/>					
<b>Expenditures/Expenses:</b>					
Salaries and Benefits		I		I	I
Other Operating Expenses		J		J	J
Capital Outlay		K		K	K
Depreciation					Q
Transfers To Other Funds		L		L	L
<b>Total Expenditures/Expenses</b>		M		M	M
<hr/>					
Income or (Loss)		N		N	N
<hr/>					
Beginning fund balance/Net Assets		O		O	O
Ending fund balance/Net Assets		P		P	P

# **STATE OF UTAH**

## **UNIFORM ACCOUNTING MANUAL**

**Reference:** V. E. 01  
**Page:** 1 of 1  
**Subject:** Investment of Public Funds  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

SEE SECTION I.D.06 FOR INFORMATION ON INVESTMENT OF PUBLIC FUNDS

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. E. 02  
**Page:** 1 of 1  
**Subject:** Purchasing Procedures  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

The 1980 Utah State Legislature modified the “Utah Procurement Code” and exempted local governmental units from most, but not all of the provisions of the act. The provisions which local governmental units are subject to are listed in *Utah Code* Section 63-56-102.

All special districts are required to adopt by ordinance or resolution formal purchasing procedures. It is recommended that guidelines be established for the purchase of materials, services, etc.

The Utah State Purchasing Division has prepared a booklet entitled “Purchasing Policies and Procedures”. This booklet may be beneficial resource to districts either in updating current purchasing procedures or for districts currently developing or planning to develop purchasing procedures to be formally adopted. This booklet may be obtained at a cost of four dollars from the State Purchasing Division, Room 3150, State Office Building, Salt Lake City, UT, 84114 (538-3026).

Also, a model purchasing policy is included in this manual at V.E.02.01.

Districts are encouraged to take advantage of the purchasing power of the State by purchasing goods or services under Utah State purchasing contracts. In addition to reduced prices, districts can save time by not having to price shop for items covered by State contracts. Additional information concerning this program can also be obtained through the State Purchasing Division.

Districts are also encouraged to be aware of the availability of surplus property that may be purchased through the State Agency for Surplus Property, 447 West 13800 South, Draper, Utah (619-7200).

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. E. 02.01  
**Page:** 1 of 6  
**Subject:** Model Purchasing Policy  
**Effective Date:** 1 April 1997  
**Revision Date:** 1 December 2006

The following model purchasing policy is available for your convenience as a starting point for your entity to develop its own policy.

You will note that the model is not all inclusive, but we believe it includes the most important and most frequently required elements of a procurement policy. We tried to keep the model both clear and simple.

We strongly recommend that each entity tailor its policy to suit its needs. If you would like additional information, please refer to *Utah Code* Section 63-56.

**MODEL PURCHASING POLICY FOR DISTRICTS****ARTICLE 1  
GENERAL PROVISIONS**

- A. The underlying purposes of this policy are:
1. To ensure fair and equitable treatment of all persons who wish to, or do conduct business with the \_\_\_\_\_ District.
  2. To provide for the greatest possible economy in District procurement activities.
  3. To foster effective broad-based competition within the free enterprise system to ensure that the District will receive the best possible service or product at the lowest possible price.
- B. Compliance - Exemptions from this policy.
1. This policy shall not prevent the District from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.
  2. When a procurement involves the expenditure of federal assistance funds, the District shall comply with applicable federal law and regulations.
- C. Definitions.
1. "Business" means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.
  2. "Change order" means a written order signed by the purchasing agent, directing the contractor to suspend work or make changes, which the appropriate clauses of the contract authorize the purchasing agent to order without the consent of the contractor or any written alteration in specifications, delivery point, rate of deliver, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract.
  3. "Contract" means any District agreement for the procurement or disposal of supplies, services, or construction.
  4. "Invitation for bids" means all documents, whether attached or incorporated by reference, used for soliciting bids.
  5. "Person" means any business, individual, union, committee, club, other organization, or group of individuals.
  6. "Procurement" means buying, purchasing, renting, leasing, leasing with an option to purchase, or otherwise acquiring any supplies, services, or construction.
  7. "Purchasing agent" means the person duly authorized by the governing body of the District to enter into and administer contracts and make written determinations with respect thereto.



8. "Purchase description" means the words used in a solicitation to describe the supplies, services, or construction to be purchased, and includes specifications attached to or made a part of the solicitation.
9. "Request proposals" means all documents, whether attached or incorporated by reference, used for soliciting proposals.

## ARTICLE 2 OFFICE OF THE PURCHASING AGENT

The governing body of the District shall appoint a Purchasing Agent. The Purchasing Agent shall be responsible to make procurements, solicit bids and proposals, enter into and administer contracts, and make written determinations for the District.

## ARTICLE 3 SOURCE SELECTION AND CONTRACT FORMATION - GENERAL PROVISIONS

- A. Purchases not requiring sealed bids.
  1. Purchases costing less than \$\_\_\_\_ in total, shall not require bids of any type. (Purchases shall not be artificially divided so as to constitute a small purchase under this section.)
  2. Purchases costing more than \$\_\_\_\_ but less than \$\_\_\_\_ in total, shall require \_\_\_\_ (2 to 3) telephone bids.
  3. Purchases made through the cooperative purchasing contracts administered by the State Division of Purchasing.
  4. Purchases made from a single-source provider.
  5. Purchases required during an emergency, i.e., an eminent threat to the public's health, welfare, or safety. However, as much competition as practical should be obtained; and, such purchases should be limited to amounts necessary to the resolution of the emergency.
- B. Purchases requiring sealed bids.
  1. Contracts shall be awarded by competitive sealed bidding except as otherwise provided by this policy.
  2. An invitation for bids shall be issued when a contract is to be awarded by competitive sealed bidding. The invitation shall include a purchase description and all contractual terms and conditions applicable to the procurement. Public notice of the invitation for bids shall be given at least \_\_\_\_ days prior to the date set forth therein for the opening of bids. The notice may include publication in a newspaper of general circulation.
  3. Any procurement in excess of \$\_\_\_\_ shall require a legal notice in a local newspaper of general circulation.

4. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid and any other relevant information, together with the name of each bidder, shall be recorded. The record and each bid shall be open to public inspection.
5. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids.
6. Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted. After bid opening no changes in bid prices or other provisions of bids prejudicial to the interest of the District or fair competition shall be permitted. All decisions to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written determination made by the purchasing agent.
7. The contract shall be awarded with reasonable promptness, by written notice, to the lowest bidder whose bid meets the requirements and criteria set forth in the invitation for bids.

C. Cancellation and rejection of bids.

An invitation for bids, a request for proposals, or other solicitation may be canceled, or any or all bids or proposals may be rejected, in whole or in part, as may be specified in the solicitation, when it is in the best interests of the District. The reasons shall be made part of the contract file.

D. Use of competitive sealed proposals in lieu of bids.

When the purchasing agent determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the District, a contract may be entered into by competitive sealed proposals. Competitive sealed proposals are most appropriately used for professional service-type contracts.

1. Proposals shall be solicited through a request for proposals. Public notice of the request for proposals shall be given at least \_\_\_ days prior to the advertised date of the opening of the proposals.
2. Proposals shall be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. A register of proposals shall be prepared and shall be open for public inspection after contract award.
3. The request for proposals shall state the relative importance of price and other evaluating factors.
4. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revisions of proposals, and revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

5. Award shall be made to the person whose proposal is determined, in writing, to be the most advantageous to the District, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.
- E. Architect-Engineer services are qualification-based procurements. Requests for such services should be publicly announced. Contracts should be negotiated by the district based on demonstrated competence at fair and reasonable prices. See *Utah Code* Section 63-56-701 through 705.
- F. Determination of nonresponsibility of bidder.

Determination of non-responsibility of a bidder or offeror shall be made in writing. The unreasonable failure of a bidder or offeror to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to the bidder or offeror. Information furnished by a bidder or offeror pursuant to this section shall not be disclosed outside of the purchasing division without prior written consent by the bidder or offeror.
- G. Cost-plus-a-percentage-of-cost contracts prohibited.

Subject to the limitations of this section, any type of contract which will promote the best interests of the District may be used, provided that the use of a cost-plus-a-percentage-of-cost contract is prohibited. A cost-reimbursement contract may be used only when a determination is made in writing that such contract is likely to be less costly to the District than any other type or that it is impracticable to obtain the supplies, services, or construction required except under such a contract.
- H. Required contract clauses.
  1. The unilateral right of the District to order, in writing, changes in the work within the scope of the contract and changes in the time of performance of the contract that do not alter the scope of the contract work.
  2. Variations occurring between estimated quantities of work in a contract and actual quantities.
  3. Suspensions of work ordered by the District.

#### ARTICLE 4 SPECIFICATIONS

All specifications shall seek to promote overall economy and best use for the purposes intended and encourage competition in satisfying the District's needs, and shall not be unduly restrictive. Where practical and reasonable, and within the scope of this article, Utah products shall be given preference.

ARTICLE 5  
APPEALS

- A. Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may appeal to the purchasing agent. An appeal shall be submitted in writing within 5 working days after the aggrieved person knows or should have known of the facts.
- B. The purchasing agent shall promptly issue a written decision regarding any appeal, if it is not settled by a mutual agreement. The decisions shall state the reasons for the action taken and inform the protestor, contractor, or prospective contractor of the right to appeal to the governing board.
- C. The District's governing board shall be the final appeal on the District level.
- D. All further appeals shall be handled as provided in the *Utah Code* Section 63-56-811 through 820.

ARTICLE 6  
ETHICS IN PUBLIC CONTRACTING

- A. No person involved in making procurement decisions may have personal investments in any business entity which will create a substantial conflict between their private interests and their public duties.
- B. Any person involved in making procurement decisions is guilty of a felony if the person asks, receives, or offers to receive any emolument, gratuity, contribution, loan, or reward, or any promise thereof, either for the person's own use or the use or benefit of any other person or organization from any person or organization interested in selling to the District.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. E. 03  
**Page:** 1 of 1  
**Subject:** Financial Administration Ordinance  
**Effective Date:** 1 April 1986  
**Revision Date:** 1 December 2006

The governing authority of a special district is required to approve all payments unless other procedures have been adopted in compliance with *Utah Code* Section 17A-1-447, (see below). This section provides that the governing board may authorize a person to act as the financial officer for the purpose of approving certain routine expenditures. However, this section still requires the governing body to review these expenditures at least quarterly. Special districts should review their financial operations and, if appropriate, appoint a financial officer to perform these duties.

### **17A-1-447. Approval of district expenditures.**

- (1) The district governing board shall approve all expenditures of the district except as otherwise provided in this section. The governing body may authorize the district director or other approved by the governing body to act as the financial officer for the purpose of approving:
  - (a) payroll checks, if the checks are prepared in accordance with a schedule approved by the governing body; and
  - (b) routine expenditures, such as utility bills, payroll-related expenses, supplies, and materials.
- (2) Notwithstanding the authorization, the governing body shall review all the expenditures authorized by the financial officer at the next meeting of the governing board, but not less than quarterly.
- (3) The governing body shall set a maximum sum over which all purchases may not be made without the approval of the governing body.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. E. 04  
**Page:** 1 of 2  
**Subject:** Record Keeping Requirements and Internal Controls  
**Effective Date:** 1 April 1986  
**Revision Date:** 1 December 2006

The record keeping requirements discussed in this section refer to the financial transactions of the district. However, there are other records of a non-financial nature that must be maintained. Reference should be made to the records retention requirements discussed in Section V.E.05 for both financial and non-financial records.

The accounting systems for districts range from hand posted ledgers to main-frame computers. Accordingly, specific forms and procedures for maintaining the accounting records are not mandated and presented in this manual.

Regardless of what forms, procedures, and account numbers are used, the financial records maintained should identify the nature and source of all revenues and expenditures and segregate them into the appropriate fund.

Ideally, each district should be organized to have a clerk or financial administrator function and a treasurer function. The duties of the clerk and treasurer should be separated to provide controls to help ensure all money is properly controlled and accounted for. These controls also provide protection to the district officials handling public funds.

It is anticipated that the clerk maintains the accounting records of the district. By preparing and signing the expenditure checks (or a certification attached to the check) he/she certifies that the disbursement is within the debt limit and budget of the district and that it has been approved by the district governing board for payment. The Treasurer receives money due the district and issues receipts, invests available district money, and certifies by signing checks that money is available for making the payments.

It is recognized that many districts have limited resources and may not be able to hire a treasurer or clerk with the knowledge and training necessary to perform all of the duties of their office as specified by law. The important concept for boards to keep in mind is that any modification in assignment of duties to treasurers and clerks, should be closely reviewed to ensure that some internal controls are maintained over district monies. Where a proper separation of duties is not maintained in areas such as the billing, collections, deposits and reconciliation of utility customer accounts the board should either participate to provide for an adequate separation of duties, and/or require timely reports of such activities. They should also exercise their authority and responsibility to examine and inspect the books, ledgers, etc.

Receipts issued by the treasurer for money received by the district should be prenumbered and all receipts, including those voided, should be accounted for. Where receipts are not issued, evidence of payment must be appropriately recorded and be verifiable. For example, a treasurer may not issue a receipt to someone paying a utility bill by check where a specific payment history is maintained for each customer, but the treasurer would always need to issue a receipt to someone paying a utility bill in cash.

# **STATE OF UTAH**

## **UNIFORM ACCOUNTING MANUAL**

**Reference:** V. E. 04  
**Page:** 2 of 2  
**Subject:** Record Keeping Requirements and Internal Controls  
**Effective Date:** 1 April 1986  
**Revision Date:** 1 December 2006

All expenditures should be paid by check. Prenumbered checks should be used and all checks including those voided should be accounted for. Multiple copy checks are much better for a district to use than single copy checks with a check stub.

Bank statements should be reconciled monthly and agreed to the clerk's and treasurer's records of cash receipts and disbursements. This reconciliation should be performed by someone who does not handle cash receipts or disbursements.

Records should be maintained of all amounts owed to the district, such as customer utility charges, etc.

Records should be maintained of all assets owned by the district such as equipment, property, etc. Also, records of bonds or other debts owed by the district should be maintained.

Board members and directors as well as clerks and treasurers should have a good understanding of what revenues the district will be collecting and someone independent of the person receiving the money should periodically review the records to make sure all money due the district has been collected and deposited on a timely basis.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. E. 05  
**Page:** 1 of 1  
**Subject:** Records Retention  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

Governmental entities are required to: 1) establish and maintain a records management program; 2) make appointments of records officers to work with the State Archives in the care, maintenance, scheduling, disposal, classification, designation, access, and preservation of records; 3) ensure that officers and employees that receive and process records requests receive adequate training to enable them to fulfill requests in accordance with State law; 4) make and maintain adequate and proper documentation of the organization; 5) submit to the State Archivist proposed schedules of records for final approval by the records committee; 6) cooperate with the state archivist in conducting surveys made by the state archivist; 7) comply with rules issued by the Department of Administrative Services as provided by *Utah Code* Section 62-2-904; 8) report to the State Archives the designation of all records series; 9) report to the state archives the classification of each record series that is classified; and 10) establish and report to the state archives retention schedules for objects that the governmental entity determines are not defined as a record under *Utah Code* Section 62-2-103, but that have historical or evidentiary value. (*Utah Code* Section 63-2-903). The State Archivist, under the direction of the State Records Committee, has prepared standard "Records Retention Schedules" which provide guidance to state and local governmental officials in the disposition and retention of public records. A copy of the retention schedules for special districts may be obtained from the State Archives Division. (See below for address and phone number.)

Errors or recommended changes in the schedule should be forwarded to the Local Government Records Archivist at the State Archives Division. To have retention schedules determined for records not listed in the Records Retention Schedule, please prepare a Record Series Inventory Worksheet and forward it to the Local Government Records Archivist at State Archives. Blank forms can be obtained from the Local Government Records Archivist, State Archives Division, 346 S. Rio Grande, Salt Lake City, UT 84101-1106, (801) 531-3898.



# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. E. 06  
**Page:** 1 of 1  
**Subject:** Personnel Policy  
**Effective Date:** 1 October 1992  
**Revision Date:** 1 December 2006

*Utah Code* Section 17A-1-602 requires special districts with any full or part-time employees to have a personnel system which incorporates policies for the following: recruiting, advancing, compensating, training, retention, fair treatment, and provision of information about political rights and appeals procedures. The district should annually review and update its personnel policies. The requirements do not apply to districts with annual revenues less than \$50,000.

A model personnel policy, as well as an independent contractor contract or agreement, is included in this manual at V.E.06.01.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. E. 06.01  
**Page:** 1 of 1  
**Subject:** Independent Contractor/Personnel Policy  
**Effective Date:** 1 April 1997  
**Revision Date:** 1 December 2006

The following models of an independent contractor contract V.E.06.01.01 and a personnel policy V.E.06.01.02 are available for your convenience as a starting point for your entity to develop its own contract and/or policy.

You will note that the models are not all inclusive, but we believe they include the most important and most frequently required elements of such a contract and policy. We tried to keep the models both clear and simple.

We strongly recommend that each entity tailor its contract and/or policy to suit its needs. For additional assistance you should contact your attorney.

## CONTRACT FOR [TYPE OF SERVICES]

Contract made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between **[PUBLIC ENTITY]**, located at **[ADDRESS]**, hereafter referred to as Owner and **[CONTRACTOR]**, located at **[ADDRESS]**, hereafter referred to as Contractor.

### RECITALS

- A. Owner owns and operates a **[TYPE OF BUSINESS]** at the address set forth above, and Owner desires to have the following services performed at **[OWNER'S PLACE OF BUSINESS]**: **[TYPE OF SERVICES TO BE CONTRACTED FOR]**.
- B. Contractor agrees to perform these services for owner under the terms and conditions set forth in this contract. In consideration of the mutual promises set forth herein, it is agreed by and between Owner and Contractor:

#### 1. DESCRIPTION OF WORK

The work to be performed by Contractor includes all services generally performed by Contractor in Contractor's usual line of business, including, but not limited to, the following: **[DESCRIPTION OF WORK TO BE PERFORMED]**.

#### 2. PAYMENT

- a. Owner will pay contractor the total sum of **[SUM]** for the work to be performed under this contract, according to the following schedule: **[SCHEDULE]**.

**OR**

- b. Owner agrees to pay Contractor for all work performed by Contractor, on completion of same, at the rate of **[RATE OF PAY]**.

#### 3. RELATIONSHIP OF PARTIES

The parties intend that an independent contractor-owner relationship will be created by this contract. Owner is interested only in the results to be achieved, and the conduct and control of the work will lie solely with Contractor. Contractor is not to be considered an agent or employee of Owner for any purpose, and the employees of Contractor are not entitled to any of the benefits that Owner provides for Owner's employees. It is understood that Owner does not agree to use Contractor exclusively. It is further understood that Contractor is free to contract for similar services to be performed for other owners while under contract with Owner.

#### 4. LIABILITY

The work to be performed under this contract will be performed entirely at Contractor's risk, and Contractor assumes all responsibility for the condition of tools and equipment used in the performance of this contract. Contractor agrees to indemnify owner for any and all liability or loss arising out of Contractor's gross

negligence or willful misconduct in the performance of the terms of this contract.

## **5. MATERIALS AND EQUIPMENT**

Contractor shall furnish, at Contractor's own expense, all materials and equipment necessary to carry out the terms of this contract.

**OR**

Owner shall furnish all materials and equipment, to be leased to Contractor at the rate of [RATE].

## **6. DURATION**

The contract shall remain in force for a term of \_\_\_\_\_ from the date of the signing of the contract. Either party may cancel this contract on \_\_\_\_\_ days' written notice.

## **7. RIGHT OF TERMINATION OF CONTRACT FOR UNREASONABLE DELAYS**

In the event of a breach by the contractor of any of the provisions of this contract, or in the event of unreasonably slow progress, inattention, incompetency, or carelessness in the performance of any particular job or work contracted for by this contract, or in the event that the Contractor shall conduct the work in any manner as, in the sole opinion of the representative of the Owner, shall endanger the Owner's property or surrounding property, the Owner shall have the right to terminate the contract immediately.

## **8. WAIVER OR MODIFICATION OF TERMS**

No waiver, alteration, or modification of any of the provisions of this agreement shall be binding unless in writing and signed by duly authorized representatives of Owner and Contractor.

## **9. GOVERNING LAW**

This agreement shall be governed by the laws of the State of Utah.

In witness whereof, the parties have executed this agreement the day and year first above written.

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Owner

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Contractor

## PERSONNEL POLICY

### I. GENERAL

The \_\_\_\_\_ District will provide fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, religion, sex, national origin, political affiliation, age or disability, and with proper regard for their privacy and constitutional rights as citizens. No class of jobs will be closed, nor will there be reduced compensation, to any individual because of the above-referenced criteria. An employee will receive at least minimum wage as a gross wage, minus the legally required deductions.

This policy complies with Title VII of the Civil Rights Act of 1964 and the Fair Labor Standards Act.

### II. EMPLOYEE BENEFITS

#### A. Vacation

1. All full-time permanent employees earn vacation time based upon years of service. For 0-1 years, employees receive 5 days per year; for 1-3 years, employees receive 10 days per year; for 3-10 years, employees receive 15 days per year; for over 10 years, employees receive 20 days per year.
2. Vacation may not be accumulated from one year to the next.
3. Vacation must be approved by a supervisor prior to the day or days vacation is to be taken.

#### B. Sick Leave

1. Employees accumulate sick leave on the basis of one-half day per month. There is no limit to the number of days that can be carried over from one year to the next.
2. If employment terminates for any reason, no cash payment will be made for sick leave accumulated.
3. Sick leave may be used for personal or family sickness. A maximum of three days may be used for death in the family.

#### C. Holidays

The following are District holidays. Any employee working on a holiday shall receive 1 1/2 times regular wage.

New Year's Day  
Memorial Day  
Labor Day  
Christmas Day

Civil Rights Day  
Independence Day  
Columbus Day

President's Day  
Pioneer Day  
Thanksgiving Day

- D. Health Insurance (Contact the Office of the State Auditor if you intend to provide health insurance.)
- E. Retirement (Contact the Office of the State Auditor if you intend to provide retirement benefits.)
- F. Travel

When it is necessary for a District employee to travel out of town on business, compensation for use of a personal vehicle will be made at a rate of forty-two cents per mile. Thirty dollars per day will be provided for meals, and overnight accommodations will be reimbursed upon receipt for the room. Travel arrangements must be approved by a supervisor.

### III. **DISCIPLINE AND GRIEVANCE PROCEDURES**

#### A. Personal Conduct

Employees should be at their best when representing the District. The impression that an outside individual has of the District may greatly be determined by the actions of its personnel. Individuals should take pride in their personal appearance. Punctuality, willingness to be of service, and courtesy should be observed at all times.

Personnel shall keep District business out of social conversation. The confidential affairs of the District are not proper subjects for public discussion. Employees may be disciplined for any conduct that discredits the District in the eyes of the public or adversely affects the efficiency, effectiveness, or harmony of District functions.

#### B. Grievance

In the event of demotion or dismissal, the employee may appeal to the governing body of the District. An appeal is taken by filing a written grievance with the District secretary within ten days after the action on which the grievance is based. The Board will then set a date for a hearing during which evidence may be taken. The decision of the Board must be made within fifteen days of the hearing and notice mailed to the affected employee. The Board's decision is final.

### IV. **EMPLOYMENT CONDITIONS**

#### A. Work Hours

The regular work week is forty hours, divided into five days, Monday through Friday. Individual work hours should be discussed and approved by a supervisor. Absenteeism or tardiness that is unexcused or excessive in the judgment of the District is grounds for disciplinary action, including dismissal.

Overtime, defined as work in excess of forty hours per week, shall be compensated at the rate of 1 1/2 times base pay.

## V. SPECIAL POLICIES AND PROCEDURES

### A. Accident Reporting Procedures

For the protection of the District and its personnel all accidents must be reported. All claims for damages as a result of an accident, either for or against the District, will be handled by the Manager. District personnel should not admit liability, sign statements concerning the liability of an accident or accept any settlement presented by insurance representatives for the other party.

Individuals involved in two or more motor vehicle accidents within a twelve month period, while on District business, where the individual is at fault, may be terminated.

#### Reporting vehicle accidents:

1. Do not move either vehicle.
2. Call the police immediately.
3. Prepare a written report within twenty-four hours and forward to the District office.

#### Reporting non-vehicle accidents:

1. Report all accidents or any incident in which the District could be liable to the District office immediately.
2. Prepare a written report within twenty-four hours and forward to the District office.

#### Worker's Compensation

3. An employee who is injured during the performance of his/her duties is covered by Utah Worker's Compensation.
4. All injuries occurring on the job must be reported to the District office.

### B. Sexual Harassment

Sexual Harassment will not be tolerated in any form of quid pro quo or hostile environment harassment in any of its forms:

1. sex role stereotype
2. gender discrimination or abuse
3. individual harassment
4. criminal touching

Any employee who feels that he or she is working in an unwelcome or hostile work place environment because of his or her sex should notify the District office immediately.

### C. Drugs

The District will provide a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the District workplace and action will be taken against employees for violation of such prohibitions. One or more of the following actions will be taken within thirty days of receiving notice with respect to any employee who is suspected or charged with, or convicted of any drug-related event: (1) action up to and including termination; or (2) require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health enforcement, or other appropriate, agency.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.01  
**Page:** 1 of 1  
**Subject:** County Service Areas  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

There are no specific accounting, budgeting, or financial reporting requirements defined in *Utah* Code Sections 17A-2-401 thru 431. Those requirements are defined for all districts in *Utah* Code Sections 17A-1-401 thru 448, the Uniform Fiscal Procedures Act for Special Districts, and 51-2a. Accordingly, the districts should follow the reporting requirements, as previously defined, for special districts. Section 17A-2-412(h) authorizes the hiring of accountants, fiscal agents, and others to handle the financial operations. Section 17A-2-415 provides that the board establish the manner of collecting service charges.

The following *Utah Code* Sections should be reviewed for guidance in the areas noted:

<u>Utah Code Section</u>	<u>Description</u>
17A-2-411(2)	County offices, officers, or employees may be utilized by the district but the county must be reimbursed for the cost of services rendered, except for services rendered by the county governing body.
17A-2-411(6)	Members of the county governing body serving as trustees may not receive compensation.
17A-2-412	The powers and authority of the service area are defined, including the surety bonding of employees.
17A-2-413	The procedures for adding new services.
17A-2-414	Maximum property tax rate set at .0014 of assessed valuation.
17A-2-416	Delinquent fees and charges may be certified to the county treasurer and assessor and become a lien against the property.
17A-2-419	Service area deemed abandoned if no funds are expended for three consecutive years.
17A-2-423 thru 428	Authority and procedures to issue bonds and tax anticipation notes.



# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.02  
**Page:** 1 of 1  
**Subject:** County Improvement Districts  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

*Utah Code* Section 17A-3-201 through 243, County improvement districts, are created as special assessment districts rather than as ongoing operating districts. Even though Section 17A-3-201 thru 243 authorizes the construction and maintenance of water systems, electrical distribution systems, etc., it appears that this would only apply to one time construction or improvements; and, the ongoing operations of such system would fall under some other type of district (general 17A-2-301 thru 329 for water, sewer, etc.)

Since these districts are financed with one time assessments, the normal budget, accounting and financial reporting requirements do not apply. The districts should be accounted for as a special assessment district of the county creating them and should be included in the audit and financial statement of the county.

The following *Utah Code* Sections should be referred to for the accounting of the district:

<u>Utah Code Section</u>	<u>Description</u>
17A-3-208	Procedures for bidding out improvements.
17A-3-209 & 210	Procedures for issuance and payment of bonds and interim warrants. Contractor retainage amounts to earn interest which is to be credited to the contractor.
17A-3-213	Determination of amount of special assessments.
17A-3-220	Assessments may be paid over a 20 year period.
17A-3-222 thru 224	Default on assessments, lien and sale of property to collect assessment.
17A-3-227	Provides for refunding of bonds - procedures and restrictions.
17A-3-231	Disposition of surplus assessment.
17A-3-232	Special improvements guaranty fund requirements.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.03  
**Page:** 1 of 1  
**Subject:** Special Service Districts  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

There are no specific accounting, budgeting, or financial reporting requirements defined in *Utah Code* Sections 17A-2-1301 thru 1332. Those requirements are defined for all districts in *Utah Code* Sections 17A-1-401 thru 448 and 51-2a. Accordingly, the districts should follow the reporting requirements, as previously defined, for special districts.

The following *Utah Code* sections should be reviewed for guidance in the areas noted:

<u>Utah Code Section</u>	<u>Description</u>
17A-2-1304(3) and 1315	Governing body may create improvement districts within the boundaries of the service district.
17A-2-1312, 17A-2-1325	Allows petition of 75% of owners of real property to approve issuance of general obligation bonds if there are no individuals residing in the service district. Otherwise, an election must be held. Election not required to issue revenue bonds.
17A-2-1313	Governing authority of county or municipality shall control and have supervisory authorization over all activities of service districts but may delegate performance of certain activities to an administrative control board.
17A-2-1317	Bonding limit set at 12% of the fair market value of taxable property within the district.
17A-2-1320	Governing body to set fees and establish procedures to ensure their collection.
17A-2-1321	Delinquent fees may be certified as a lien on the property.
17A-2-1322	Property taxes may be levied after approval by election.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.04  
**Page:** 1 of 1  
**Subject:** County Improvement Districts for Water, Sewerage, Flood Control, Electric and Gas  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

There are no specific accounting, budgeting or financial reporting requirements defined in *Utah Code* Sections 17A-2-301 and 329, except by reference to county procedures (17A-2-308). Those requirements are defined for all districts in *Utah Code* Sections 17A-1-401 thru 448 and 51-2a.

The following *Utah Code* sections should be reviewed for guidance in the areas noted:

Utah Code <u>Section</u>	<u>Description</u>
17A-2-308(2)	When county commissioners are trustees, they receive no compensation.
17A-2-308(4)	Board of trustees to prepare and adopt budget following the procedures in 17A-1, Part 4.
17A-2-312(1)(b)	Maximum tax levy not to exceed .0008 of assessed valuation (except as required by debt as noted in 17A-2-310).
17A-2-328	Any amount retained by the district from construction contractors shall be retained or withheld and released as provided in <i>Utah Code</i> Section 13-8-5.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.05  
**Page:** 1 of 2  
**Subject:** Water Conservancy Districts  
**Effective Date:** 1 April 1986  
**Revision Date:** 1 December 2006

Water conservancy districts are established by the district courts. While some specific financial requirements for these districts are set forth as noted below, other financial operating procedures and requirements are not identified. Accordingly, water conservancy districts should follow the budgeting, accounting and financial reporting requirements for special districts. Those requirements are defined for all districts in *Utah Code* Sections 17A-1-401 thru 448 and 51-2a.

The following *Utah Code* sections should be reviewed for guidance in the areas noted:

### Utah Code

#### Section

#### Description

- |               |  |
|---------------|--|
| 17A-2-1409(4) | <ul style="list-style-type: none"><li>(a) A report of the business transacted during the preceding year by this district, including a financial report prepared by certified public accountants, shall be filed with:<ul style="list-style-type: none"><li>(i) the clerk of the district court.</li><li>(ii) The governing bodies of counties with lands within the district; and</li><li>(iii) Cities charged with nominating trustees.</li></ul></li><li>(b) No more than 14 days and no less than five days prior to the annual meeting, the district shall have published at least once in a newspaper having general circulation within the district:<ul style="list-style-type: none"><li>(i) a notice of the annual meeting; and</li><li>(ii) the names of the trustees.</li></ul></li><li>(c) The district shall have published a summary of its financial report in a newspaper having general circulation with the district. The summary shall be published no later than 30 days after the date the audit report required under Title 51, Chapter 2a, Accounting Reports from Political Subdivisions, Interlocal Organizations, and Other Loan Estates Act, is required to be filed with the state auditor.</li><li>(d) Subsections (4)(b) and (c) do not apply to districts with annual revenues of less than \$1,000,000.</li></ul> |
| 17A-2-1412    | <p>The district shall have a secretary who shall be custodian of the district records. Surety bonds shall be provided for the secretary and treasurer and other appropriate employees.</p>   |

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.05  
**Page:** 2 of 2  
**Subject:** Water Conservancy Districts  
**Effective Date:** 1 April 1986  
**Revision Date:** 1 December 2006

- 17A-2-1413 Powers of the board - including:
- (h) levy assessments
  - (i) fix rates
  - (q) invest any surplus money
  - (r) refund bonded indebtedness
  - (s) Borrow money and issue bonds.
  - (v) Sell water and water services
  - (w) make and collect fees
- 17A-2-1420 Creation of subdistricts.
- 17A-2-1423 Levy of property taxes of .0001 of assessed valuation prior to construction, .0002 of assessed valuation thereafter (except Colorado River Compact-lower basin .001 of assessed valuation and upper basin .0004 of assessed valuation).
- 17A-2-1427 Additional levies may be made where necessary to pay debt. (Some limitations apply.)

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.06  
**Page:** 1 of 1  
**Subject:** Municipal Improvement Districts  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

Municipal improvements districts are created by cities and towns to account for special improvements benefiting specific properties and financed by special assessments and/or fees. Reference is not made to budgeting, accounting and financial reporting requirements. However, these districts are component units of the municipality operating them under the definitions of *GASB Codification* Section 2100, and therefore, have the same financial requirements as municipalities. In fact, these districts are usually reported as funds of the municipality creating them. Refer to section III.A.02.05 (city section) for information on how these funds are reported. Other specific financial operating procedures and requirements are noted below.

The following *Utah Code* sections should be reviewed for guidance in the areas noted:

<u>Utah Code Section</u>	<u>Description</u>
17A-3-308	Procedures for bidding out improvements.
17A-3-309	Procedures for issuance and payment of bonds and interim warrants. Contractor retainage amounts to be withheld and released as provided in <i>Utah Code</i> Section 13-8-5.
17A-3-313	Determination of amount of special assessments.
17A-3-314	Prohibits the levy of assessments to pay for the cost of ordinary repairs.
17A-3-320	Assessments may be paid over a 20 year period.
17A-3-322-324	Default on assessments, lien and sale of property to collect assessment.
17A-3-328	Bonding requirements.
17A-3-329	Provides for refunding of special improvement bonds - refunding bonds requirements.
17A-3-332	Disposition of surplus assessment.
17A-3-334	Special improvements guaranty fund requirements.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.07  
**Page:** 1 of 2  
**Subject:** Metropolitan Water Districts  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

Metropolitan water districts are created by municipalities for the purpose of acquiring, appropriating, developing, storing, selling and distributing water for municipal and domestic purposes and all other beneficial uses. There are few specific budgeting, accounting and financial reporting requirements defined in *Utah Code* Sections 17A-2-801 thru 851. These districts should follow the budgeting, accounting, and financial reporting requirements for special districts. Those requirements are defined for all districts in *Utah Code* Sections 17A-1-401 thru 448 and 51-2a.

The following *Utah Code* Sections should be reviewed for guidance in the areas noted:

<u>Utah Code Section</u>	<u>Description</u>
17A-2-818	District powers, including: <ul style="list-style-type: none"><li>(1)(a)(iv) To purchase, hold, sell and otherwise obtain and dispose of water, water rights, real and personal property, etc.</li><li>(1)(b)(ii) The district has the same rights, powers and privileges as a municipal corporation.</li><li>(3)(b) To borrow money, incur indebtedness, and to issue bonds and other obligations; but districts may not issue bonds to which the full faith and credit of the district are pledged in excess of 10% of the fair market value of the taxable property in the district.</li><li>(6)(a) &amp;(b) To levy and collect taxes for the purpose of carrying on the operations and paying the obligations of the district; but taxes levied for administering the district and maintaining and operating its properties shall not exceed .0005 of the assessed valuation of taxable property in the district. Also, taxes shall not be levied until a district has held a hearing on the purposes and necessities of such taxation. This hearing must take place on or before June 5 of each year.</li><li>(6)(e) To enter into contracts, employ and retain personal services, and employ laborers.</li><li>(9)(a) To invest any surplus money in the district treasury.</li></ul>

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.07  
**Page:** 2 of 2  
**Subject:** Metropolitan Water Districts  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

- 17A-2-820 Powers of trustees, including:
- (3) To prescribe a method of auditing and allowing claims and demands; to provide methods for letting contracts after prescribed bidding procedures have been followed.
  - (4) To fix equitable rates at which water shall be sold.
- 17A-2-821 Provides for an election to incur bonded or other long term indebtedness.
- 17A-2-24(1) Provides that revenue bond indebtedness may be incurred without approval at an election. However, general obligation bonded indebtedness may be issued only after approval at an election as provided by Section 17A-2-821 above.
- 17A-2-834 Procedures for determining the rate of taxation of property within the district. Requires the board of directors to determine the tax rate before June 22 each year.
- 17A-2-839 Provides for liens of taxes and the apportionment of revenues from the sale of property for unpaid taxes.
- 17A-2-847 Provides that metropolitan water districts shall operate on a June 30 fiscal year end. Also, requires the controller of a district to prepare a statement of revenues and expenditures for the fiscal year.
- 17A-2-849/850 Provides that revenues do not need to be expended in the fiscal year collected; provides for a reserve fund to meet immediate needs and emergencies and establishes the reserve fund limits.



# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.08  
**Page:** 1 of 1  
**Subject:** Cemetery Maintenance Districts  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

Cemetery maintenance districts are established by county commissioners who appoint cemetery maintenance commissioners. The law provides for some budget and accounting procedures but no financial reporting procedures. Districts should follow the appropriate financial laws, as noted below, and where not specified, should follow those procedures required for special districts. Those requirements are defined for all districts in *Utah Code* Section 17A-1-401 thru 448 and 51-2a.

The following *Utah Code* Sections should be reviewed for guidance in the areas noted:

<u>Utah Code Section</u>	<u>Description</u>
17A-2-217	The district has power to sue and be sued, to purchase and hold bonds, make contracts and to purchase and hold such personal property as may be necessary.
17A-2-222	Board to set property tax levy by June 21 <sup>st</sup> not to exceed .0004 of assessed valuation.
17A-2-223	District may incur indebtedness in the first year of operation up to .0001 per dollar of taxable value. May not issue bonds unless approved by majority of district voters.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.09  
**Page:** 1 of 1  
**Subject:** Mosquito Abatement Districts  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

Mosquito abatement districts are established by counties or municipalities. Their board of trustees are appointed by both the county and municipalities involved. No specific requirements for the budgeting, accounting and financial reporting of district funds is provided in *Utah Code* Section 17A-2-901 thru 914. While it is recognized that most districts are small and only operate for part of the year, basic procedures should be established to safeguard the public funds involved. Accordingly, such districts should comply with the budgeting, accounting, and financial reporting requirements of the Uniform Fiscal Procedures Act for Special Districts. (See *Utah Code* Sections 17A-1-401, et. al.)

### Utah Code Section

### Description

17A-2-909	Budget requirements. Maximum tax rate set at .0004 of taxable property.
17A-2-910	Additional tax rate (in excess of .0004) may be obtained after public election.
17A-2-911	Procedures for collecting property taxes by counties.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.10  
**Page:** 1 of 1  
**Subject:** Fire Protection Districts  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

Fire Protection Districts are established by county commissioners either by ordinance or through election. Many districts operate a joint municipal and county district as authorized by *Utah Code* Section 17A-2-615. The time-table for adopting the budget is set by law but the process is not. Accordingly, such districts should comply with the budgeting, accounting and financial reporting requirements of the Uniform Fiscal Procedures Act for Special Districts. (See 17A-1-401 et al).

The following *Utah Code* Sections should be reviewed for guidance in the areas noted:

<u>Utah Code Section</u>	<u>Description</u>
17A-2-601	No new fire protection districts may be established under this Act after 6-30-75. Districts may be established under Special Service District Act (17A-2-1301 thru 1332), County Service Area Act (17A-2-401 thru 431), or Municipal Service Act (17-34).
17A-2-609	Process of appointing or electing fire district board of trustees.
17A-2-615(2)	Annual budget process for jointly operated fire districts.
17A-2-617	Board of trustees of each fire protection district shall prepare and adopt a budget for the next ensuing calendar year by June 15. (See section V. C.02 for timetable if tax rate is to be increased.)  County governing body shall review the district's budget and determine the tax levy rate for the district.
17A-2-618	Maximum tax rate levy is .0008 of taxable property plus those taxes levied for payment of bond principal and interest.
17A-2-620	Duties of treasurer of district - to keep records of district and to prepare warrants for payments.
17A-2-621	Duties of secretary of district - to countersign warrants and to ensure payments are legally authorized.
17A-2-623	Debt limit set at .4% of the fair market value of taxable property within the district.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.11  
**Page:** 1 of 2  
**Subject:** Interlocal Agencies  
**Effective Date:** 1 April 1986  
**Revision Date:** 1 December 2006

Interlocal agencies consist of two or more public agencies (political subdivisions) which have entered into an agreement with one another to create a separate legal or administrative entity to accomplish the purpose of their joint or cooperative action. Perhaps the most common interlocal agencies in the State are "associations of governments" (AOGs). There are few specific budgeting, accounting, and financial reporting requirements defined in *Utah Code* Section 11-13. Therefore, there is some latitude in determining whether the interlocal agency uses the requirements for counties or cities. If the association consists entirely of county governments, financial requirements for counties should be implemented. Financial requirements for cities should be implemented if the association membership is exclusively cities. In cases where the interlocal agency consists of both cities and counties, the agency should use the procedures which would be most applicable to the member public agencies involved. Since *GASB Codification* Section J50 requires most joint ventures to be accounted for using the equity method, a common year end with the majority of the member entities should prove to be convenient.

The following *Utah Code* sections should be reviewed for guidance in the areas noted:

Utah Code  
Section

Description

11-13-203

An interlocal entity is:

- a. separate from the public agencies that create it;
- b. a body politic and corporate; and
- c. a political subdivision of the state.

Any two or more Utah public agencies may enter into an agreement to create a Utah interlocal entity to accomplish the purpose of their joint or cooperative action.

11-13-204

An interlocal entity may:

- a. adopt, amend and repeal rules, bylaws, policies and procedures of the regulation of its affairs and the conduct of its business;
- b. sue and be sued;
- c. make and execute contracts
- d. acquire real or personal property
- e. incur indebtedness
- f. may not levy, assess, or collect ad valorem property taxes.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.11  
**Page:** 2 of 2  
**Subject:** Interlocal Agencies  
**Effective Date:** 1 April 1986  
**Revision Date:** 1 December 2006

- 11-13-215                      A county, city, town or other local political subdivision may, at the discretion of the local governing body, share its tax and other revenues with other counties, cities, towns or local political subdivisions, the state, or a federal government agency.
- 11-13-218                      An interlocal entity may issue bonds or notes. Such bonds are not a debt of any public agency that is a part to the agreement.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.12  
**Page:** 1 of 1  
**Subject:** County Planetariums  
**Effective Date:** 1 April 1986  
**Revision Date:** 1 December 2006

The *Utah Code* specifies in Section 17-37-5 that county planetariums must comply with the same budgeting, accounting and financial reporting requirements as counties. Also, since counties maintain oversight responsibility for county planetariums, they are component units of the county. In fact, they are usually reported as an enterprise fund of the county. Other specific financial operating procedures and requirements are noted below:

The following *Utah Code* Sections should be reviewed for guidance in the areas noted:

<u>Utah Code Section</u>	<u>Description</u>
17-37-1	For the acquisition, construction, establishment, maintenance and operation of a public planetarium, the county may levy a tax not to exceed .00004 of assessed valuation of taxable property. This levy shall not be limited by the levy limitation imposed on counties by law.
17-37-4(1)	The county executive may delegate to a board of directors the authority to manage and control the functions, activities and operations of the planetarium but the board of county commissioners shall retain ultimate authority and responsibility.
17-37-4(3)	All money collected from tax levies, operations, and donations shall be deposited in the county treasury to the credit of the county planetarium fund.
17-37-4(4)	All expenditures from the county planetarium fund shall be approved by the board of directors or an appropriate planetarium official. Also, expenditures from the county planetarium fund shall not be used for any purpose other than to pay the cost of acquiring, constructing, operating, managing, equipping, furnishing, or maintaining the planetarium.
17-37-5	The county planetarium shall comply with the requirements of the Uniform Fiscal Procedures Act for Counties and all other general laws relating to budgeting, accounting, and disbursing of funds and other financial matters applicable to counties. The county planetarium shall operate on the same fiscal year as the county.
17-37-7	The planetarium board of directors shall prepare an annual financial report to the county executive and the county legislative body. The planetarium shall be included in the annual audit of the county by an independent public accountant.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.13  
**Page:** 1 of 1  
**Subject:** County Zoos  
**Effective Date:** 1 April 1986  
**Revision Date:** 1 December 2006

Reference is not made in the *Utah Code* to budgeting, accounting and financial reporting requirements for county zoos. However, these zoos are component units of the counties establishing and/or operating them, and therefore, have the same reporting requirements as counties. In fact, these zoos are usually reported as enterprise funds of the counties operating them.

The following *Utah Code* sections should be reviewed for guidance in the areas noted:

<u>Utah Code Section</u>	<u>Description</u>
17-38-1	Counties may levy a tax not exceeding .0002 of assessed valuation of taxable property for establishing and maintaining public zoos.
17-38-2	The county may establish a zoo advisory board. The county may contract with an agency or vendor to supply all or part of the services necessary for the operation and maintenance of the county zoo.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.14  
**Page:** 1 of 2  
**Subject:** Community Development and Renewal Agencies  
**Effective Date:** 1 December 2006  
**Revision Date:**

*Utah Code* Sections 17C-1-101 through 701 address Limited Purpose Local Government Entities – Community Development and Renewal Agencies. State law requires these agencies to prepare and adopt annual budgets for each fiscal year. Also, they are required to adopt the same fiscal year as the oversight entity. Community development agencies are usually a component unit of the governmental unit creating them and in which they exist. If a community development and renewal agency is not reported as a component unit of the governmental unit in which it exists, disclosure in the entity footnote of the reasoning for not including it would be appropriate.

The following Utah Code sections should be reviewed for guidance in the areas noted:

<u>Utah Code Section</u>	<u>Description</u>
17C-1-202	A community development and renewal agency may: sue and be sued; enter into contracts; buy or otherwise acquire real or personal property; enter into lease agreements; receive tax increments; accept financial or other assistance; issue bonds; transact other business and exercise all other powers provided for by Utah Code, Title 17C.
17C-1-301	Agency property is exempt from taxation.
17C-1-501	An agency must adopt a resolution authorizing the issuance of bonds before they can be issued.
17C-1-601	Each agency shall prepare and its board adopt an annual budget of revenues and expenditures for each fiscal year. The agency's fiscal year shall be the same as the fiscal year of the entity that created the agency. Before adopting an annual budget, each agency board shall hold a public hearing. The state auditor shall prescribe the budget form and the categories to be contained in each agency budget. Within 30 days after adopting an annual budget, each agency board shall file a copy of the annual budget with the auditor of the county in which the agency is located, the State Tax Commission, the state auditor, the State board of Education and each taxing entity that levies a tax on property from which the agency collects a tax increment.

The reporting requirements noted above are met if the agency files a copy with the State Tax Commission and the state auditor.



# **STATE OF UTAH**

## **UNIFORM ACCOUNTING MANUAL**

**Reference:** V. F.14  
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**Subject:** Community Development and Renewal Agencies  
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- 17C-1-603            On or before November 1 of each year, each agency shall prepare and file a report which shall contain an estimate of the tax increment to be paid for the calendar year ending December 31 and one for the calendar year beginning next January 1.
- 17C-1-604            Each agency shall comply with the audit requirements of Title 51, Chapter 2a, Accounting Reports from Political Subdivisions, Interlocal Organizations, and other Local Entities Act.
- 17C-1-605            Each agency required to be audited under Section 17C-1-604 shall, within 180 days after the end of the fiscal year file a copy of the audit report with the county auditor, the State Tax Commission, the State Board of education and each taxing entity that levies a tax on property from which the agency collects tax increment.
- 17C-1-606            On or before March 31 of each year, the auditor of each county in which an agency is located shall prepare a report on the project areas within each agency. The report shall be given to the State Tax Commission, the State Board of Education, and each taxing entity that levies a tax on property from which the agency collects tax increment.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F.15  
**Page:** 1 of 1  
**Subject:** Irrigation Districts  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

The *Utah Code* does not specifically require budget hearings for irrigation districts. However, *Utah Code* Section 17A-2-718 requires the board of directors to determine the amount of funds required for the year to pay bond principal and interest and all operation and maintenance costs. This is to be completed by July 1<sup>st</sup> and submitted to the county legislative body which sets the tax levy rate. Also, Section 17A-2-711 requires the board of trustees to annually prepare and submit a report of financial transactions. Irrigation districts should follow budgeting and reporting requirements for special districts and operate on a calendar year. Those requirements are defined for all districts in *Utah Code* Sections 17A-1-401 thru 448 and 51-2a.

The following *Utah Code* sections should be reviewed for guidance in the areas noted:

<u>Utah Code Section</u>	<u>Description</u>
17A-2-706	Procedures for election of board of trustees.
17A-2-711/ 712	Powers and duties of board: powers of eminent domain; board shall set levies and assessments sufficient to make payments on contracts; power to lease or rent the use of water not needed within or without district; trustees shall prepare and file financial report.
17A-2-712	Board may issue revenue bonds; restrictions enumerated.
17A-2-718	Requires board to determine amount of money required for current year and certify it to the county legislative board by July 1 each year.
17A-2-721	Enumerates separate funds to be maintained.
17A-2-726	Compensation of officials shall be fixed by the board of trustees.
17A-2-758 thru 763	Local improvement district's procedures.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** V. F. 16  
**Page:** 1 of 1  
**Subject:** Drainage Districts  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 December 2006

Several accounting, budgeting, or financial reporting requirements for drainage districts are defined in *Utah Code* Section 17A-2-502 thru 560 and are outlined below. However, other fiscal laws are not specifically identified. In such cases, drainage districts should follow the fiscal procedures applicable to special districts.

The following *Utah Code* sections should be reviewed for guidance in the areas noted:

<u>Utah Code Section</u>	<u>Description</u>
17A-2-502	No new drainage districts may be formed under this title after 6-30-75 but must be formed under provisions of the Special Service District Act (17A-2-1301 thru 1332).
17A-2-511	Secretary to attend meetings and keep accurate journal of proceedings, have care and custody of its records and papers and countersign warrants.
17A-2-512	Treasurer to prepare an annual and monthly report of receipts and disbursements and pay out money only upon a warrant signed by the chair and countersigned by another officer other than the treasurer.
17A-2-548	Board of trustees to assess each tract of land and secretary to transmit assessments to county governing body. Within 15 days of receipt, county legislative body made written notice to each landowner. County legislative body to make final determination of assessments.
17A-2-549	On or before first Monday in March of each year, board of trustees to prepare, submit, and certify statement and estimate of amount of money to be raised by taxation to county assessor.
17A-2-553	Drainage taxes attach as lien on real property as of second Monday in March. Taxes are due and delinquent and shall be collected in the same manner and at the same time as county taxes.

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## UNIFORM ACCOUNTING MANUAL

**Reference:** V. H. 01  
**Page:** 1 of 3  
**Subject:** Summary of Fiscal Procedures Act for Special Districts  
**Effective Date:** 1 July 1988  
**Revision Date:** 1 December 2006

### UTAH CODE SECTION

### SUMMARY

17A-1-401	Title of Act.
17A-1-402	Legislative Intent - Uniform accounting, budgeting and financial reporting for special districts.  Act applicable to all special districts except community development and renewal agencies, public transit districts, health districts, mental health districts, and entities created under the Interlocal Cooperation Act.
17A-1-403	
17A-1-404	Definition of terms used in the Act.
17A-1-405	Special districts shall adopt the fiscal year of the entity creating the district.
17A-1-406	Financial records are to be maintained and financial statements prepared in accordance with generally accepted accounting principles. State Auditor to prescribe uniform accounting system
17A-1-407	Special districts to maintain funds and account group prescribed in the Uniform Accounting Manual.
17A-1-408 thru 17A-1-414	Budget procedures. Summarized in section V. C.02.
17A-1-415	Fund balance accumulation - Allows accumulation of fund balances or retained earnings with some restrictions on <u>general fund</u> accumulation and usage. Allows appropriation to be made or fund balance to be transferred to capital project fund and amounts to accumulate until sufficient to complete specific capital improvements.
17A-1-416	Appropriations for expenditures not to exceed estimated expendable revenue. General fund balance in excess of allowable limit to be included as revenue source. Budget requirements for existing deficits. Any deficits that are illegally created should be budgeted to be eliminated immediately.
17A-1-417 and 17A-1-418	Budget procedures. Summarized in section V. C.02.
17A-1-419	Property tax levy to be set based on budget.

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### UTAH CODE SECTION

### SUMMARY

17A-1-420	Budget officer responsible to ensure expenditures conform with budget. No appropriation may be encumbered unless there is sufficient unencumbered balance in the fund's appropriation.
17A-1-421	Purchases shall be made according to the purchasing procedures established by the district.
17A-1-422	Expenditures or encumbrances in excess of appropriation prohibited.
17A-1-423 thru 17A-1-425	Budget modification procedures. Summarized in section V. C.02.
17A-1-426	Approval given for emergency expenditures.
17A-1-427	Unexpended or unencumbered appropriation to lapse.
17A-1-428	Disposition of unused amounts remaining in special funds outlined.
17A-1-429	Permits interfund loans from one fund to another under specific conditions.
17A-1-430	Property tax levy - setting of levy and maximum rate.
17A-1-431	Certification of resolution setting levy to county auditor by district clerk. (See also 59-2-912 and 59-2-920)
17A-1-432	Operating and capital budgets required for enterprise funds. Public hearing to be held if enterprise funds are supporting other funds.
17A-1-433	Increase of enterprise fund budget may be made by governing body.
17A-1-434 thru 17A-1-436	District clerk to attend the meetings and keep a record of proceedings. District clerk to maintain financial records and keep a list of outstanding bonds.
17A-1-437 thru 17A-1-441	Duties of district's treasurer defined. Also, use of special assessment funds defined and commingling of personal funds prohibited.
17A-1-442	District clerk to prepare and present quarterly financial reports to governing body.

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- 17A-1-443 District to prepare annual financial report due within 180 days after the close of the fiscal year. Independent audit report may satisfy annual financial report.
- 17A-1-444 Annual independent audit required in accordance with *Utah Code* Section 51-2a.
- 17A-1-445 Duties of State Auditor defined. Districts shall adopt the uniform system of accounting, budgeting, and reporting.
- 17A-1-446 State Auditor to evaluate accounting and budgeting practices of specific districts and pass on information to other districts.
- 17A-1-447 The district board may appoint a financial officer with authority to approve routing expenditures. The governing board to review all expenditures authorized by the financial officer at least quarterly.
- 17A-1-448 Procedures outlined for imposing or increasing a fee for service provided by a special district.

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### 17A-1-401. SHORT TITLE

This part is known as the "Uniform Fiscal Procedures for Special Districts Act."

### 17A-1-402. LEGISLATIVE INTENT

This part is intended to provide uniform accounting, budgeting, and financial reporting procedures for special districts. It is the purpose of this part to enable special districts to make financial plans for both current and capital expenditures, to ensure that their staffs administer their respective functions in accordance with adopted budgets, and to provide the public and investors with information about the financial policies and administration of special districts.

### 17A-1-403. APPLICABILITY TO SPECIAL DISTRICTS - EXCEPTIONS

This part applies to all special districts under Subsection 17A-1-404(19) except the following districts which are specifically excluded from this part:

- (1) community development and renewal agencies created under Title 17C, Limited Purpose Local Government Entities - Community Development and Renewal Agencies;
- (2) public transit districts created under Chapter 2, Part 10;
- (3) health departments created under Title 26A, Chapter 1; and
- (4) entities created under Title 11, Chapter 13, Interlocal Cooperation Act, unless the entity is also a mental health district created under Chapter 3, Part 6, Local Mental Health Authorities.

### 17A-1-404. DEFINITIONS

As used in this part:

- (1) "Appropriation" means an allocation of money by the governing body for a specific purpose.
- (2) "Budget" means a plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them, and may refer to the budget of a particular fund for which a budget is required by law or it may refer collectively to the budgets for all such funds.
- (3) "Budget officer" means the person appointed by the governing body of the district to prepare the budget for the district.
- (4) "Budget year" means the fiscal year for which a budget is prepared.
- (5) "Calendar year entity" means a special district whose fiscal year begins January 1 and ends December 31 of each calendar year as described in Section 17A-1-405.
- (6) "Current year" means the fiscal year in which a budget is prepared and adopted, which is the fiscal year next preceding the budget year.
- (7) "Estimated revenue" means the amount of revenue estimated to be received from all sources during the budget year in each fund for which a budget is being prepared.
- (8) "Financial officer" means the official under Section 17A-1-447.
- (9) "Fiscal year" means the annual period for accounting for fiscal operations in each district.
- (10) "Fiscal year entity" means a district whose fiscal year begins July 1 of each year and ends on

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June 30 of the following year as described in Section 17A-1-405.

- (11) "Fund" has the meaning given under generally accepted accounting principles as reflected in the Uniform Accounting Manual for Special Districts.
- (12) "Fund balance," "retained earnings," and "deficit" have the meaning given under generally accepted accounting principles as reflected in the Uniform Accounting Manual for Special Districts.
- (13) "Governing body" means the governing board of trustees, board of directors, or other administrative body, whether appointed or elected, and having authority under the laws specifically governing the respective district.
- (14) "Governmental funds" means the general fund, special revenue fund, debt service fund, and capital projects fund of a district.
- (15) "Interfund loan" means a loan of cash from one fund to another, subject to future repayment. It does not constitute an expenditure or a use of retained earnings or fund balance of the lending fund or revenue to the borrowing fund.
- (16) "Last completed fiscal year" means the fiscal year next preceding the current fiscal year.
- (17) "Proprietary funds" means enterprise funds and the internal service funds of a district.
- (18) "Public funds" means any money or payment collected or received by an officer or employee of the district acting in an official capacity and includes money or payment to the officer or employee for services or goods provided by the district, or the officer or employee while acting within the scope of employment or duty.
- (19) "Special district" means any district formed under the laws of the state including, but not limited to:
  - (a) cemetery maintenance districts;
  - (b) municipal improvement districts;
  - (c) special service districts and special service improvement districts;
  - (d) county water and sewer improvement districts;
  - (e) county improvement districts;
  - (f) fire protection districts;
  - (g) county service areas;
  - (h) county planetariums;
  - (i) county zoos;
  - (j) mosquito abatement districts;
  - (k) metropolitan water districts;
  - (l) water conservancy districts;
  - (m) irrigation districts;
  - (n) drainage districts; and
  - (o) all other political subdivisions of the state with the authority to tax or to expend public funds or which receive tax exempt status for bonding or taxing purposes, except counties, cities, towns, and school districts but does not include those specified under Section 17A-1-403.
- (20) "Special fund" means any fund other than the General Fund.



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### 17A-1-405. FISCAL YEAR

All special districts shall adopt the budgeting and reporting fiscal year of the entity creating the district, with the exception of water conservancy districts created under Chapter 2, Part 14. Exceptions may be granted by the state auditor with the approval of the special district advisory committee when the operations of a district may be impaired by this requirement.

### 17A-1-406. UNIFORM ACCOUNTING SYSTEM

The accounting records of districts shall be established and maintained, and financial statements prepared from those records, in conformance with generally accepted accounting principles promulgated from time to time by authoritative bodies in the United States. The state auditor shall prescribe in the Uniform Accounting Manual for Special Districts a uniform system of accounting that conforms to generally accepted accounting principles. The state auditor shall maintain the manual so that it reflects generally accepted accounting principles.

### 17A-1-407. FUNDS AND ACCOUNT GROUPS MAINTAINED

Each district shall maintain, according to its own accounting needs, some or all of the funds and account groups in its system of accounts, as prescribed in the Uniform Accounting Manual for Special Districts.

### 17A-1-408. BUDGET REQUIRED FOR CERTAIN FUNDS - CAPITAL PROJECTS FUND

- (1) The budget officer shall prepare for each budget year a budget for each of the following funds:
- (a) the general fund;
  - (b) special revenue funds;
  - (c) debt service funds;
  - (d) capital projects funds;
  - (e) proprietary funds, in accordance with Section 17A-1-432; and
  - (f) any other fund or funds for which a budget is required by the uniform system of budgeting, accounting, and reporting.
- (2) Major capital improvements financed by general obligation bonds, capital grants, or interfund transfers shall use a capital projects fund budget unless the improvements financed are to be used for proprietary type activities. The district shall prepare a separate budget for the term of the projects as well as the annual budget required under Subsection (1).

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### 17A-1-409. TOTAL OF REVENUES TO EQUAL EXPENDITURES

- (1) The budget for each fund under Section 17A-1-408 shall provide a financial plan for the budget year. Each budget shall specify in tabular form:
  - (a) estimates of all anticipated revenues, classified by the account titles prescribed in the Uniform Accounting Manual for Special Districts; and
  - (b) all appropriations for expenditures, classified by the account titles prescribed in the Uniform Accounting Manual for Special Districts.
- (2) The total of the anticipated revenues shall equal the total of appropriated expenditures.

### 17A-1-410. TENTATIVE BUDGET TO BE PREPARED - REVIEW BY GOVERNING BODY.

- (1) On or before the first regularly scheduled meeting of the governing body in November for a calendar year entity and May for a fiscal year entity, the budget officer shall prepare for the ensuing year, on forms provided by the state auditor, and file with the governing body, a tentative budget for each fund for which a budget is required. The tentative budget for the fund shall provide in tabular form:
  - (a) actual revenues and expenditures for the last completed fiscal year;
  - (b) estimated total revenues and expenditures for the current fiscal year; and
  - (c) the budget officer's estimates of revenues and expenditures for the budget year. The budget officer shall estimate the amount of revenue available to serve the needs of each fund, estimate the portion to be derived from all sources other than general property taxes, and estimate the portion that must be derived from general property taxes.
- (2) The tentative budget, when filed by the budget officer with the governing body, shall contain the estimates of expenditures together with specific work programs and any other supporting data required by this part or requested by the governing body.
- (3) The tentative budget shall be reviewed, considered, and tentatively adopted by the governing body in any regular meeting or special meeting called for that purpose and may be amended or revised in any manner which is considered advisable prior to public hearings, but no appropriation required for debt retirement and interest or reduction of any existing deficits under Section 17A-1-416, or otherwise required by law, may be reduced below the minimums so required.
- (4) When a new district is created, the governing body shall prepare a budget covering the period from the date of incorporation to the end of the fiscal year. The governing body shall substantially comply with all other provisions of this part with respect to notices and hearings, and the budget shall be passed upon incorporation.

### 17A-1-411. TENTATIVE BUDGET AND DATA

The tentative budget adopted by the governing body and all supporting schedules and data are public records, and are available for public inspection for a period of at least seven days prior to the adoption of a final budget.

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### 17A-1-412. HEARING TO CONSIDER ADOPTION

- (1) At the meeting at which the tentative budget is adopted, the governing body shall establish the time and place of a public hearing to consider its adoption and shall order that notice of the hearing be published at least seven days prior to the hearing in at least one issue of a newspaper of general circulation published in the county or counties in which the district is located. If no newspaper is published, the notice required by this section may be posted in three public places within the district.
- (2) If the budget hearing is held in conjunction with a tax increase hearing, the notice shall be published in accordance with Sections 59-2-918 and 59-2-919.

### 17A-1-413. PUBLIC HEARING ON TENTATIVELY ADOPTED BUDGET.

At the time and place advertised, or at any time or any place to which the public hearing may be adjourned, the governing body shall hold a public hearing on the budgets tentatively adopted. All interested persons in attendance shall be given an opportunity to be heard on the estimates of revenues and expenditures or any item in the tentative budget of any fund.

### 17A-1-414. CONTINUING AUTHORITY OF GOVERNING BODY

After the conclusion of the public hearing, the governing body may continue to review the tentative budget and may insert any new items, or may increase or decrease items of expenditure, that were the proper subject of consideration at the public hearing, but there may be no decrease in the amount appropriated for debt retirement and interest or reduction of any existing deficits, as provided by Section 17A-1-416. It shall also increase or decrease the total anticipated revenue to equal the net change in proposed expenditures in the budget of each fund.

### 17A-1-415. ACCUMULATED FUND BALANCES - LIMITATIONS - EXCESS BALANCES - UNANTICIPATED EXCESS OF REVENUES - RESERVES FOR CAPITAL PROJECTS.

- (1) Districts are permitted to accumulate retained earnings or fund balances, as appropriate, in any fund. For the general fund only, any accumulated fund balance is restricted to the following purposes:
  - (a) to provide working capital to finance expenditures from the beginning of the budget year until general property taxes or other applicable revenues are collected, thus reducing the amount which the district must borrow during the period, but this subsection does not permit the appropriation of any fund balance for budgeting purposes except as provided in Subsection (4);
  - (b) to provide a resource to meet emergency expenditures under Section 17A-1-426; and

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- (c) to cover a pending year-end excess of expenditures over revenues from an unavoidable shortfall in revenues. This provision does not permit the appropriation of any fund balance to avoid an operating deficit during any budget year except as provided under Subsection (4), or for emergency purposes under Section 17A-1-426.
- (2) The accumulation of a fund balance in the general fund may not exceed the greater of:
  - (a) 100% of the current year's property tax; or
  - (b) 25% of the total general fund revenues for districts with annual general fund budgets greater than \$100,000 or 50% of the total general fund revenues for districts with annual general fund budgets equal to or less than \$100,000.
- (3) If the fund balance at the close of any fiscal year exceeds the amount permitted under Subsection (2), the excess shall be appropriated in the manner provided in Section 17A-1-416.
- (4) Any fund balance in excess of 5% of the total revenues of the general fund may be utilized for budget purposes.
- (5)
  - (a) Within a capital projects fund the governing body may, in any budget year, appropriate from estimated revenue or fund balance to a reserve for capital projects for the purpose of financing future specific capital projects, including new construction, capital repairs, replacement, and maintenance, under a formal long-range capital plan adopted by the governing body.
  - (b) The reserves may accumulate from year to year until the accumulated total is sufficient to permit economical expenditure for the specified purposes.
  - (c) Disbursements from these reserves shall be made only by a budget appropriation adopted in the manner provided by this part.
  - (d) Expenditures from the above appropriation budget accounts shall conform to all requirements of this part relating to execution and control of budgets.

### 17A-1-416. APPROPRIATIONS NOT TO EXCEED ESTIMATED EXPENDABLE REVENUE- DETERMINATION OF REVENUE-APPROPRIATIONS FOR EXISTING DEFICITS.

- (1) The governing body of any district may not make any appropriation in the final budget of any fund in excess of the estimated expendable revenue for the budget year of the fund.
- (2) In determining the estimated expendable revenue of the general fund for the budget year there is included as an appropriation from the fund balance that portion of the fund balance at the close of the last completed fiscal year, not previously included in the budget of the current year, that exceeds the amount permitted in Section 17A-1-415.
- (3) There is included as an item of appropriation in each fund for any budget year any existing deficit created in accordance with Section 17A-1-426 as of the close of the last completed fiscal year, not previously included in the budget of the current year, to the extent of at least 5% of the total revenue of the fund in its last completed fiscal year. If the total amount of the deficit is less than 5% of the total revenue in the last completed fiscal year, the entire amount of the deficit shall be included. The entire amount of any deficit which results from activities other than those described in Section 17A-1-426 shall be included as an item of appropriation in each fund for any budget year not previously included in the budget of the current year.

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### **17A-1-417. ADOPTION OF FINAL BUDGET - CERTIFICATION AND FILING**

The governing body shall by resolution adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this part prior to the beginning of the fiscal year, except as provided in Sections 59-2-919 through 59-2-923. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within 30 days after adoption.

### **17A-1-418. BUDGETS IN EFFECT FOR BUDGET YEAR**

Upon final adoption, the budgets shall be in effect for the budget year, subject to later amendment. A certified copy of the adopted budgets shall be filed in the district office and shall be available to the public during regular business hours.

### **17A-1-419. PROPERTY TAX LEVY - AMOUNT IN BUDGET AS BASIS FOR DETERMINING**

From the effective date of the budget or of any amendment enacted prior to the date on which property taxes are levied, the amount stated as the amount of estimated revenue from property taxes shall constitute the basis for determining the property tax levy to be set by the governing body for the corresponding tax year, subject to the applicable limitations imposed by law.

### **17A-1-420. FUND EXPENDITURES - BUDGET OFFICER'S DUTIES**

- (1) The budget officer shall require all expenditures within each fund to conform with the fund budget.
- (2) No appropriation may be encumbered and no expenditure may be made against any fund appropriation unless there is sufficient unencumbered balance in the fund's appropriation, except in cases of emergency as provided in Section 17A-1-426.

### **17A-1-421. PURCHASING PROCEDURES**

All purchases or encumbrances by a district shall be made or incurred according to the purchasing procedures established by each district by resolution and only on an order or approval of the person or persons duly authorized.

### **17A-1-422. EXPENDITURES OR ENCUMBRANCES IN EXCESS OF APPROPRIATIONS PROHIBITED – PROCESSING CLAIMS**

Districts may not make or incur expenditures or encumbrances in excess of total appropriations in the budget as adopted or as subsequently amended. Any such obligation contracted by any officer is not enforceable against the district. No check or warrant to cover any claim against any appropriation may be drawn until the claim has been processed as provided by this part.

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### 17A-1-423. TRANSFER OF APPROPRIATION BALANCE BETWEEN ACCOUNTS IN SAME FUND.

The governing body shall establish policies for the transfer of any unencumbered or unexpended appropriation balance or portion of the balance from one account in a fund to another account within the same fund, but no appropriation for debt retirement and interest, reduction of deficit, or other appropriation required by law or covenant may be reduced below the minimums required.

### 17A-1-424. REVIEW OF INDIVIDUAL GOVERNMENTAL FUND BUDGETS - HEARING.

The governing body may, at any time during the budget year, review the individual budgets of the governmental funds for the purpose of determining if the total of any of them should be increased. If the governing body decides that the budget total of one or more of these funds should be increased, it shall follow the procedures established in Sections 17A-1-412 and 17A-1-413 for holding a public hearing.

### 17A-1-425. AMENDMENT AND INCREASE OF INDIVIDUAL FUND BUDGETS

After the conclusion of the hearing, the governing body may by resolution amend the budgets of the funds proposed to be increased, so as to make all or part of the increases, both estimated revenues and appropriations, which were the proper subject of consideration at the hearing. Final amendments in the current year to the budgets of any of the funds established in Section 17A-1-408 shall be adopted by the governing body on or before the last day of the fiscal year.

### 17A-1-426. EMERGENCY EXPENDITURES

If the governing body of a district determines that an emergency exists, such as widespread damage from fire, flood, or earthquake, and that the emergency necessitates the expenditure of money in excess of the budget of the general fund, the governing body may, by resolution, amend the budget and authorize the expenditures and incur any deficits in the fund balance of the general fund reasonably necessary to meet the emergency.

### 17A-1-427. LAPSE OF APPROPRIATIONS - EXCEPTIONS.

All unexpended or unencumbered appropriations, except capital projects fund appropriations, lapse at the end of the budget year to the respective fund balance.

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### 17A-1-428. TRANSFER OF BALANCES IN SPECIAL FUNDS

If the necessity for maintaining any special fund of a district ceases to exist and a balance remains in the fund, the governing body shall authorize the transfer of the balance to the fund balance in the general fund of the district, subject to the following:

- (1) Any balance remaining in a special improvement fund and not required in its special improvements guaranty fund shall be treated in the manner provided in Sections 17A-3-332 and 17A-3-334 for municipal improvement districts created under Title 17A, Chapter 3, Part 3, and Sections 17A-3-231 and 17A-3-232 for county improvement districts created under Title 17A, Chapter 3, Part 2.
- (2) Any balance remaining in a capital projects fund shall be transferred to the appropriate debt service fund or other fund as the bond covenants may require and otherwise to the fund balance account in the general fund.
- (3) If any balance held in a trust fund for a specific purpose, other than a cemetery perpetual care trust fund, is to be transferred because its original purpose or restriction has ceased to exist, a public hearing shall be held in the manner provided in Sections 17A-1-412 and 17A-1-413. The published notice shall invite those persons who contributed to the fund to appear at the hearing. If the governing body determines the fund balance amounts are refundable to the original contributors, a 30-day period following the hearing shall be allowed for persons having an interest in the fund to file with the governing body a verified claim only for the amount of each claimant's contributions. Any claim not so filed shall be barred. Any balance remaining, after refunds to eligible contributors, shall be transferred to the fund balance account in the general fund of the district.
- (4) If the governing body decides, in conformity with applicable laws, that the need for continuing maintenance of its cemetery perpetual care trust fund no longer exists, it may transfer the balance in the fund to the capital projects fund for expenditure for land, buildings, and major improvements to be used exclusively for cemetery purposes.

### 17A-1-429. LOANS BY ONE FUND TO ANOTHER

Subject to restrictions imposed by bond covenants, statute, or other controlling regulations, the governing body of a district may authorize interfund loans from one fund to another at interest rates, repayment terms, and conditions prescribed by the governing body.

### 17A-1-430. PROPERTY TAX LEVY - TIME FOR SETTING - COMPUTATION OF TOTAL LEVY - APPORTIONMENT OF PROCEEDS - MAXIMUM LEVY.

- (1) The governing body of each district authorized to levy a property tax, at a regular meeting or special meeting called for that purpose, shall, by resolution, set the real and personal property tax rate for various district purposes by the date set under Section 59-2-912, but the rate may be set at an appropriate later date in accordance with Sections 59-2-918 through 59-2-923.

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- (2) In its computation of the total levy, the governing body shall determine the requirements of each fund for which property taxes are to be levied and shall specify in its resolution adopting the tax rate the amount apportioned to each fund.
- (3) The proceeds of the levy apportioned for general fund purposes shall be credited as revenue in the general fund.
- (4) The proceeds of the levy apportioned for special fund purposes shall be credited to the appropriate accounts in the applicable special funds.
- (5) The combined levies for each district for all purposes in any year, excluding the retirement of general obligation bonds and the payment of any interest on the bonds, and any taxes expressly authorized by law to be levied in addition, may not exceed the limit enumerated by the laws governing each district.

### 17A-1-431. CERTIFICATION OF RESOLUTION SETTING LEVY.

The district clerk, as appointed under Section 17A-1-434, shall certify the resolution setting the levy to the county auditor, or auditors if the district is located in more than one county, in accordance with Section 59-2-912, or in the case of a tax rate increase, in accordance with Section 59-2-920.

### 17A-1-432. OPERATING AND CAPITAL BUDGETS

- (1)
  - (a) An "operating and capital budget," for the purposes of this section, means a plan of financial operation for a proprietary or other required special fund, embodying estimates of operating resources and expenses and other outlays for a fiscal year.
  - (b) Except as otherwise expressly provided, the reference to "budget" or "budgets" and the procedures and controls relating to them in other sections of this part do not apply or refer to the "operating and capital budgets" provided for in this section.
- (2) On or before the time the governing body adopts budgets for the governmental funds under Section 17A-1-408, it shall adopt for the ensuing year an operating and capital budget for each proprietary fund and shall adopt the type of budget for other special funds which is required by the Uniform Accounting Manual for Special Districts.
- (3) Operating and capital budgets shall be adopted and administered in the following manner:
  - (a)
    - (i) On or before the first regularly scheduled meeting of the governing body, in November for calendar year entities and May for fiscal year entities, the budget officer shall prepare for the ensuing fiscal year, and file with the governing body, a tentative operating and capital budget for each proprietary fund and for other required special funds, together with specific work programs and any other supporting data required by the governing body.
    - (ii) If, within any proprietary fund, allocations or transfers that are not reasonable allocations of costs between funds are included in a tentative budget, a written notice of the date, time, place, and purpose of the hearing shall be mailed to utility fund customers at least seven days before the hearing.
    - (iii) The purpose portion of the notice required under Subsection (3)(a)(ii) shall identify:



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- (A) the enterprise utility fund from which money is being transferred;
- (B) the amount being transferred; and
- (C) the fund to which the money is being transferred.
- (b) (i) The tentative budgets shall be reviewed and considered by the governing body at any regular meeting or special meeting called for that purpose.
- (ii) The governing body may make any changes considered advisable in the tentative budgets.
- (c) Budgets for proprietary or other required special funds shall comply with the public hearing requirements established in Sections 17A-1-412 and 17A-1-413.
- (d) (i) The governing body shall adopt an operating and capital budget for each proprietary fund for the ensuing fiscal year before the beginning of each fiscal year, except as provided in Sections 59-2-919 through 59-2-923.
- (ii) A copy of the budget as finally adopted for each proprietary fund shall be certified by the budget officer and filed by the officer in the district office and shall be available to the public during regular business hours.
- (iii) A copy of the budget shall also be filed with the state auditor within 30 days after adoption.
- (e) (i) Upon final adoption, the operating and capital budget is in effect for the budget year, subject to later amendment.
- (ii) During the budget year, the governing body may, in any regular meeting or special meeting called for that purpose, review any one or more of the operating and capital budgets for the purpose of determining if the total of any of them should be increased.
- (iii) If the governing body decides that the budget total of one or more of these proprietary funds should be increased, the governing body shall follow the procedures established in Section 17A-1-433.
- (f) Expenditures from operating and capital budgets shall conform to the requirements relating to budgets specified in Sections 17A-1-420 through 17A-1-423.

### 17A-1-433. INCREASE IN APPROPRIATIONS FOR OPERATING AND CAPITAL BUDGET FUNDS - NOTICE

The total budget appropriation of any fund described in Section 17A-1-432 may be increased by resolution of the governing body at any regular meeting, or special meeting called for that purpose, if written notice of the time, place, and purpose of the meeting has been mailed or delivered to all members of the governing body at least five days prior to the meeting. The notice may be waived in writing or orally during attendance at the meeting by any member of the governing body.

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### 17A-1-434. DISTRICT CLERK - MEETINGS AND RECORDS

The governing body of the district shall appoint a district clerk. Where required, the clerk may be chosen from among the members of the governing board, except the chairman of the board. The district clerk or other appointed person shall attend the meetings and keep a record of the proceedings of the governing body.

### 17A-1-435. REPEALED

### 17A-1-436. DISTRICT CLERK - BOOKKEEPING DUTIES

The district clerk or other designated person not performing treasurer duties shall maintain the financial records for each fund of the district and all related subsidiary records, including a list of the outstanding bonds, their purpose, amount, terms, date, and place payable.

### 17A-1-437. DISTRICT TREASURER - DUTIES GENERALLY

- (1)
  - (a) The governing body of the district shall appoint a district treasurer.
  - (b)
    - (i) Where required, the treasurer may be chosen from among the members of the governing board, except that the chairman of the board may not be district treasurer.
    - (ii) The district clerk may not also be the district treasurer.
- (2) The district treasurer is custodian of all money, bonds, or other securities of the district.
- (3) The district treasurer shall:
  - (a) determine the cash requirements of the district and provide for the deposit and investment of all monies by following the procedures and requirements of Title 51, Chapter 7, State Money Management Act;
  - (b) receive all public funds and money payable to the district within three business days after collection, including all taxes, licenses, fines, and intergovernmental revenue;
  - (c) keep an accurate detailed account of all monies received under Subsection (3)(b) in the manner provided in this part and as directed by the governing body of the district by resolution; and
  - (d) collect all special taxes and assessments as provided by law and ordinance.

### 17A-1-438. RECEIPTS FOR PAYMENT

The district treasurer shall give or cause to be given to every person paying money to the district treasury, a receipt or other evidence of payment, specifying, as appropriate, the date of payment and upon which account paid and shall file the duplicate of the receipt.

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### 17A-1-439. DUTIES WITH RESPECT TO ISSUANCE OF CHECKS

- (1) The district clerk or other designated person not performing treasurer duties shall prepare the necessary checks after having determined that:
  - (a) the claim was authorized by:
    - (i) the governing body; or
    - (ii) the special district financial officer, if the financial officer is not the clerk, in accordance with Section 17A-1-447;
  - (b) the claim does not overexpend the appropriate departmental budget established by the governing body; and
  - (c) the expenditure was approved in advance by the governing body or its designee.
- (2) 

signature

  - (a)
    - (i) The treasurer or any other person appointed by the governing body shall sign all checks.
    - (ii) The person maintaining the financial records may not sign any single check.
  - (b) In special districts with an expenditure budget of less than \$50,000 per year, a member of the governing body shall also sign all checks.
  - (c) Before affixing a signature, the treasurer or other designated person shall determine that a sufficient amount is on deposit in the appropriate bank account of the district to honor the check.

### 17A-1-440. SPECIAL ASSESSMENTS - APPLICATION OF PROCEEDS

All money received by the treasurer on any special assessment shall be applied to the payment of the improvement for which the assessment was made. The money shall be used for the payment of interest and principal on bonds or other indebtedness issued in settlement, and may not be used for any other purpose except as provided in Section 17A-1-428.

### 17A-1-441. DEPOSIT OF DISTRICT FUNDS - COMMINGLING WITH PERSONAL FUNDS UNLAWFUL – SUSPENSION FROM OFFICE

The treasurer shall promptly deposit all district funds in the appropriate bank accounts of the district. It shall be unlawful for any person to commingle district funds with the person's own money. If it appears that the treasurer or any other officer is making a profit out of public money, or is using the same for any purpose not authorized by law, the treasurer or officer shall be suspended from office.

### 17A-1-442. QUARTERLY FINANCIAL REPORTS REQUIRED

The district clerk or other delegated person shall prepare and present to the governing body detailed quarterly financial reports showing the financial position and operations of the district for that quarter and the year to date status.

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### 17A-1-443. ANNUAL FINANCIAL REPORTS - INDEPENDENT AUDIT REPORTS

- (1)
  - (a) Within 180 days after the close of each fiscal year, the district shall prepare an annual financial report in conformity with generally accepted accounting principles as prescribed in the Uniform Accounting Manual for Special Districts.
  - (b) Each annual financial report shall identify impact fee funds by the year in which they were received, the project from which the funds were collected, the capital projects for which the funds are budgeted, and the projected schedule for expenditure.
- (2) The requirement under Subsection (1)(a) to prepare an annual financial report may be satisfied by presentation of the audit report furnished by the independent auditor.
- (3) Copies of the annual financial report or the audit report furnished by the independent auditor shall be filed with the state auditor and shall be filed as a public document in the district office.

### 17A-1-444. INDEPENDENT AUDITS REQUIRED

Independent audits of all districts are required to be performed in conformity with Title 51, Chapter 2a, Accounting Reports from Political Subdivisions, Interlocal Organizations, and Other Local Entities Act. The governing body shall appoint an independent auditor for the purpose of complying with the requirements of this section and with Title 51, Chapter 2a, Accounting Reports from Political Subdivisions, Interlocal Organizations, and Other Local Entities Act.

### 17A-1-445. DUTIES OF STATE AUDITOR AND ADVISORY COMMITTEE - ADOPTION AND EXPANSION OF UNIFORM SYSTEM

- (1) The state auditor, with the assistance, advice, and recommendations of a special district advisory committee appointed by the state auditor from among special district governing boards and officers, shall:
  - (a) prescribe uniform accounting and reporting procedures for districts in conformity with generally accepted accounting principles;
  - (b) conduct a continuing review and modification of procedures in order to improve them;
  - (c) prepare and supply each district with suitable budget and reporting forms; and
  - (d) prepare instructional materials, conduct training programs, and render other services considered necessary to assist districts in implementing the uniform accounting, budgeting, and reporting procedures.
- (2) The Uniform Accounting Manual for Special Districts shall prescribe reasonable exceptions and modifications for smaller districts to the uniform system of accounting, budgeting, and reporting.
- (3) Districts may expand the uniform accounting and reporting procedure to better serve their needs; but no deviations from or alterations to the basic prescribed classification systems for the identity of funds and accounts may be made.

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### 17A-1-446. STATE AUDITOR TO EVALUATE FISCAL PRACTICES

The state auditor shall continually analyze and evaluate the accounting, budgeting, and reporting practices and experiences of specific districts selected by the state auditor and shall make the information available to all districts.

### 17A-1-447. APPROVAL OF DISTRICT EXPENDITURES

- (1) The district governing board shall approve all expenditures of the district except as otherwise provided in this section.
- (2) The governing body may authorize the district manager or other official approved by the governing body to act as the financial officer for the purpose of approving:
  - (a) payroll checks, if the checks are prepared in accordance with a schedule approved by the governing body; and
  - (b) routine expenditures, such as utility bills, payroll-related expenses, supplies, and materials.
- (3) Notwithstanding Subsection (2), the governing body shall, at least quarterly, review all expenditures authorized by the financial officer.
- (4) The governing body shall set a maximum sum over which all purchases may not be made without the approval of the governing body.

### 17A-1-448. IMPOSING OR INCREASING A FEE FOR SERVICE PROVIDED BY SPECIAL DISTRICT

- (1)
  - a) Before imposing a new fee or increasing an existing fee for a service provided by a special district, each special district board shall first hold a public hearing at which any interested person may speak for or against the proposal to impose a fee or to increase an existing fee.
  - (b) Each public hearing under Subsection (1)(a) shall be held in the evening beginning no earlier than 6:00 p.m.
  - (c) Except to the extent that this section imposes more stringent notice requirements, the special district board shall comply with Title 52, Chapter 4, Open and Public Meetings Act, in holding the public hearing under Subsection (1)(a).
- (2)
  - (a) Each special district board shall give notice of a hearing under Subsection (1) as provided in Subsection (2)(b) or (c).
  - (b)
    - (i) The notice required under Subsection (2)(a) shall be published in a newspaper or combination of newspapers of general circulation in the special district, if there is a newspaper or combination of newspapers of general circulation in the special district.
    - (ii) The notice shall be no less than 1/4 page in size and the type used shall be no smaller than 18 point, and surrounded by a 1/4-inch border.
    - (iii) The notice may not be placed in that portion of the newspaper where legal notices and classified advertisements appear.
    - (iv) It is legislative intent that, whenever possible, the advertisement appear in a

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newspaper that is published at least one day per week.

- (v) It is further the intent of the Legislature that the newspaper or combination of newspapers selected be of general interest and readership in the special district, and not of limited subject matter.
  - (vi) The notice shall be run once each week for the two weeks preceding the hearing.
  - (vii) The notice shall state that the special district board intends to impose or increase a fee for a service provided by the special district and will hold a public hearing on a certain day, time, and place fixed in the notice, which shall be not less than seven days after the day the first notice is published, for the purpose of hearing comments regarding the proposed imposition or increase of a fee and to explain the reasons for the proposed imposition or increase.
- (c) (i) If there is no newspaper or combination of newspapers of general circulation in the special district, the special district board shall post at least one notice per 1,000 population within the special district, at places within the special district that are most likely to provide actual notice to residents within the special district.
- (ii) Each notice under Subsection (2)(c)(i) shall comply with Subsection (2)(b)(vii).
- (d) Proof that notice was given as provided in Subsection (2)(b) or (c) is prima facie evidence that notice was properly given.
- (e) If no challenge is made to the notice given of a hearing required by Subsection (1) within 30 days after the date of the hearing, the notice is considered adequate and proper.
- (3) After holding a public hearing under Subsection (1), a special district board may:
- (a) impose the new fee or increase the existing fee as proposed;
  - (b) adjust the amount of the proposed new fee or the increase of the existing fee and then impose the new fee or increase the existing fee as adjusted; or
  - (c) decline to impose the new fee or increase the existing fee.
- (4) This section applies to each new fee imposed and each increase of an existing fee that occurs on or after July 1, 1998.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** I. C.07  
**Page:** 1 of 1  
**Subject:** Master Chart of Accounts (Introduction)  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 October 1992

Various sections of the Uniform Fiscal Procedures Act set forth the legislative intent for uniform accounting, budgeting and financial reporting for governmental entities and the State Auditor's responsibility in that regard.

It is recognized that there are differences in size, complexity and organizational structure of governmental entities. However, the master chart of accounts, or the optional simplified chart of accounts, should be used where possible. Modification of the account codes may be made where necessary to facilitate variances in organizational structure, need for greater detail, performance measurement criteria, etc.

Even though the chart of accounts may be modified, the budget forms submitted to the State Auditor's Office must account for revenues and expenditures in the categories provided on the forms. Also, year end financial reports must conform to the basic fund structure envisioned in the master chart of accounts.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** I. C.07.01  
**Page:** 1 of 1  
**Subject:** Coding Transactions by Account Numbers  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 April 1987

Coding of accounts is a system of classifying each receipt and disbursement with a code number to facilitate proper identification of the transaction in the accounting records of the governmental entity by reference to the assigned numbers. It is an expeditious method of grouping together several transactions affecting the same account. It eliminates the necessity of writing out the names or titles of accounts to which they are to be posted, and it is particularly essential for automated accounting.

Coding the accounts reveals the relationships between the various accounts more clearly and facilitates the preparation of financial statistics. Through a combination of code numbers it is possible to recognize immediately the fund involved and the source of revenue or the specific nature of an expenditure.

It should be noted that the same object account carries the same code number regardless of the fund within which it is used, with the exception of the number identifying the fund itself.

Use of the assigned numbers given in the chart of accounts described previously with a numerical code is demonstrated in the following examples:

Example 1: Receipt of money from the current general property tax levy for the general fund and debt service funds would be coded:

11 - 3110  
30 - 3110

11 - The code for the general fund  
30 - The code for the specific bond issue of the debt service fund  
3110 - The code for tax revenues - general property taxes - current

Example 2: Expenditures for payment of salaries of deputies in the police department would be coded:

11 - The code for the general fund  
4210 - The code for Police Department  
110 - The code for permanent salaries and wages

Example 3: Expenditure for purchase of road oil charged to Streets and Highways - Road Maintenance activity of the general fund would be coded:

11 - 4410 - 410

11 - The code for the general fund  
4410 - The code for Road Maintenance activity  
410 - The code for Specials Departmental Supplies



# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** I. C.07.02  
**Page:** 1 of 3  
**Subject:** Coding Format  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 April 1987

### MASTER CHART OF ACCOUNTS Account Coding Format

Account Structure:

00	0000	000	000
FUND	TYPE & SOURCE	SUB DETAIL SOURCE CODES	PROGRAM, PERFORMANCE AND COST CODES

**FUND:**  
Each fund has two-digits that identify the fund type.

#### **TYPE AND SOURCE:**

1st digit	Identifies the <i>financial classification</i> (i.e., 1000 - assets, 2000 - liabilities, 3000 - revenues, and 4000 - expenditures/expenses).
2nd digit	Identifies the <i>category</i> of assets, liabilities and revenues. Identifies the <i>function</i> for expenditures/expenses.
3rd digit	This is the <i>account identification</i> for assets and liabilities. It is the <i>source</i> code for revenues and the <i>department</i> code for expenditures/expenses.
4th digit	This is the <i>sub account identification</i> for assets and liabilities. It is the <i>sub source</i> for revenue and the <i>activity</i> code for expenditures/expenses.

#### **SUB DETAIL SOURCE CODES:**

These are optional account codes providing additional detail of the account for assets and liabilities. For revenues they provide additional details on the revenue source. For expenditures these digits may be used to provide the character (1st digit), object (2nd digit), and sub object (3rd digit) of the expenditure/expense.

#### **PROGRAM, PERFORMANCE & COST CODES:**

These are optional account codes which may be used to identify the related program (1st digit), performance (2nd digit), and cost (3rd digit) codes.

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** I. C.07.02  
**Page:** 2 of 3  
**Subject:** Coding Format  
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10 GENERAL FUND

20 SPECIAL REVENUE FUNDS

23 - (Use as needed)

24 - (Use as needed)

30 DEBT SERVICE FUNDS (Bond Redemption and Interest Funds)

31 - Bond Issue

32 - Bond Issue

33 - Bond Issue

40 CAPITAL PROJECTS FUNDS (Bond Construction Funds)

41 - Bond Fund

42 - Bond Fund

43 - (Use as needed)

44 - Construction Fund

45 - Capital Projects Funds

Use a separate fund for each bond issue and construction project.

50 ENTERPRISE FUNDS (Public Utilities and Other Enterprise Funds)

51 - Water Utility Fund

52 - Sewer Fund

53 - Electric Utility Fund

54 - Municipal Airport Fund

55 - Golf Course Fund

56 - Swimming Pool Fund

# **STATE OF UTAH**

## **UNIFORM ACCOUNTING MANUAL**

**Reference:** I. C.07.02  
**Page:** 3 of 3  
**Subject:** Coding Format  
**Effective Date:** 1 April 1987  
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### **60 INTERNAL SERVICE FUNDS (Working Capital and Revolving Funds)**

- 61 - Equipment Maintenance Funds
- 62 - Stores Revolving Fund
- 63 - Insurance Revolving Fund

### **70 TRUST AND AGENCY FUNDS**

- 71 - Cash Deposits Fund
- 72 - Library Board Fund
- 73 - Federal Revenue Sharing

### **90 SPECIAL GROUPS OF ACCOUNTS**

- 91 - General Fixed Assets
- 95 - General Long-Term Debt

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** I. C. 10  
**Page:** 1 of 9  
**Subject:** Simplified Chart of Accounts - Smaller Governmental Units  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 April 1987

A chart of accounts is used to identify and appropriately classify financial transactions, balances, etc. The chart of accounts presented in this manual is the simplified chart of accounts for smaller governmental units. A smaller governmental unit may use the simplified chart of accounts presented in this section, the more detailed master chart of accounts presented in section I. C.07, or any other chart of accounts as long as the accounts used identify all revenues by sources, all expenditures by function, and segregates these into the appropriate funds and departments.

The chart of accounts presented is organized as follows:

100 - 199	Asset Accounts
200 - 299	Liabilities and Fund Balance (Retained Earnings)
300 - 399	Revenue Accounts
4000 - 7999	Expense Accounts, including the Expenditures Object Codes

This chart of accounts does not contain separate fund designations. Such designations should be made by adding a single digit in front of the account codes such as:

- 1 - General fund
- 2 - Capital projects fund
- 3 - Enterprise fund (water utility), etc.

The following entries illustrate the usage of this simplified chart of accounts:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>
1-111 Cash	\$5,000	
1-313 Sales Taxes		\$5,000
To record the receipt of sales taxes by the general fund		
3-7032 Engineering	\$2,000	
Cash		\$2,000
To record engineering costs paid by the enterprise fund (water utility)		

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** I. C. 10  
**Page:** 2 of 9  
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### BALANCE SHEET ACCOUNTS

#### ASSETS

111	Cash in bank
112	Petty cash
115	Interest bearing cash deposit
116	Treasury time deposits
117	Other investments
121	Customer deposits
122	Other deposits
131	Accounts receivable
132	Notes receivable
133	Accrued interest receivable
134	Special assessments receivable
135	Taxes receivable - current
136	Taxes receivable - delinquent
137	Deposits receivable
141	Due from other governmental units
142	Due from other funds
143	Advances to other funds
151	Inventories
161	Land
162	Buildings
163	Improvements other than buildings
164	Office furniture and equipment
165	Machinery and equipment
166	Automobiles and trucks
172	Amounts available for bond payment
173	Amounts to be provided for bond payment

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** I. C. 10  
**Page:** 3 of 9  
**Subject:** Simplified Chart of Accounts - Smaller Governmental Units  
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### **LIABILITIES AND FUND BALANCES**

211	Accounts payable
221	Accrued payroll
222	Withholding taxes payable
223	Other deductions payable

### **BALANCE SHEET ACCOUNTS**

#### LIABILITIES AND FUND BALANCES (Continued)

231	Contracts payable
232	Notes payable
233	Construction contracts payable
241	Due to other governmental units
242	Due to other funds
251	Matured bonds payable
252	Matured interest payable
253	Bonds payable
261	Contributions from governmental units
262	Contributions from other funds
263	Contributions from customers
264	Contributions from subdividers
271	Reserve (detail)
272	Reserve (detail)
273	Reserve (detail)
275	Fund Balance
277	Investment in general fixed assets
278	Retained earnings

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** I. C. 10  
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### REVENUE ACCOUNTS

#### 310 TAXES

- 311 General property taxes-current
- 312 Prior year's taxes - delinquent
- 313 General sales and use taxes
- 314 Franchise taxes
- 315 Transient room tax
- 317 Fee-in-lieu of personal property taxes
- 319 Penalties and interest on delinquent taxes

#### 320 LICENSES AND PERMITS

- 321 Business licenses and permits
- 322 Building permits
- 323 Marriage licenses
- 324 Cemetery - burial permits
- 325 Animal licenses
- 326 Other

#### 330 INTERGOVERNMENTAL REVENUE

- 331 Federal grants
- 332 Federal revenue sharing
- 333 Federal payments in lieu of taxes
- 334 State grants
- 335 Class "C" road fund allotment
- 336 State liquor fund allotment
- 337 State payments in lieu of taxes
- 338 Other grants
- 339 Other

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** I. C. 10  
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### 340 CHARGES FOR SERVICES

- 341 Court costs, fees and charges (Clerk)
- 342 Recording of legal documents (Recorder)
- 343 Zoning and subdivision fees
- 344 Plan checking fees
- 345 Sale of maps and publications
- 346 Other general government feed (detail)
- 347 Other general government fees (detail)
- 348 Public safety fees
- 349 Street, Sidewalk and curb repairs
- 350 Parking meter revenue
- 351 Street lighting charges
- 352 Sewer charges
- 353 Refuse collection charges
- 354 Weed removal and cleaning charges
- 355 Health fees
- 356 Animal control and shelter fees
- 357 Park and recreation fees
- 358 As needed
- 359 As needed

### 360 OTHER REVENUE

- 361 Interest earnings
- 362 Sale of cemetery lots
- 363 Cemetery perpetual care
- 364 Cemetery maintenance fees
- 365 Court fines and forfeitures
- 366 Library fines
- 367 Sale of fixed assets
- 368 Other

### 370 OTHER ENTERPRISE AND UTILITY REVENUE

- 371 Water fund - operating
- 372 Water fund - non-operating
- 373 Sewer fund - operating
- 374 Sewer fund - non-operating

### 370 OTHER ENTERPRISE AND UTILITY REVENUE (Continued)



# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** I. C. 10  
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375 Electric fund - operating  
376 Electric fund - non-operating  
377 Waste collection and disposal fund (operating and non-operating)  
378 Airport fund - aviation  
379 Other (detail)

### 380 CONTRIBUTIONS AND TRANSFERS

381 Contributions from other governmental units  
382 Contributions from other funds  
383 Contributions from private sources  
384 Transfers from other funds

## EXPENSE ACCOUNTS

### GENERAL GOVERNMENT

40 Non-Departmental

#### Legislative and Judicial

41 Mayor, council or board  
42 City court

#### Central Staff Agencies

43 Data processing  
44 As needed

#### Administrative Agencies

45 Clerk  
46 Treasurer  
47 Recorder  
48 As needed (city manager, attorney, engineer)  
49 As needed (finances department, etc.)  
50 Elections

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** I. C. 10  
**Page:** 7 of 9  
**Subject:** Simplified Chart of Accounts - Smaller Governmental Units  
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- 51 Buildings and grounds
- 52 Planning and zoning commission
- 53 Education and community promotion

### PUBLIC SAFETY AND HEALTH

- 54 Police department
- 55 Fire department
- 56 Building inspection
- 57 Animal control
- 58 Other
- 59 Health Services

### HIGHWAYS AND PUBLIC IMPROVEMENTS

- 60 Streets and highways
- 61 Class "C" road
- 62 Sanitation
- 63 Sewage collection and disposal

### PARKS, RECREATION AND PUBLIC PROPERTY

- 64 Parks
- 65 Recreation
- 66 Libraries
- 67 Cemeteries
- 68 Community and economic development
- 69 As needed
- 70 As needed

### PUBLIC UTILITIES

- 71 Water fund
- 72 Sewer fund
- 73 Electric utility fund
- 74 As needed
- 75 As needed

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** I. C. 10  
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### **EXPENDITURE OBJECT CODES**

#### 10 SALARIES & WAGES

- 11 Permanent employees
- 12 Temporary employees
- 13 Employee benefits
- 14 Other benefits

#### 20 MATERIALS & SUPPLIES

- 21 Books, subscriptions & memberships
- 22 Public notices
- 23 Travel
- 24 Office expense & supplies
- 25 Equipment - supplies & maintenance
- 26 Buildings & grounds - supplies & maintenance
- 27 Utilities
- 28 Telephone

#### 30 SERVICES

- 31 Data processing
- 32 Engineering
- 33 Legal
- 34 Accounting and auditing
- 35 General health
- 36 Education
- 37 Other professional & technical
- 38 Other Services

#### 40 OTHER CHARGES

- 41 Insurance
- 42 Collection costs
- 43 Interest
- 44 Contributions
- 45 Special department supplies
- 46 Miscellaneous supplies & services

#### 50 CAPITAL OUTLAY

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** I. C. 10  
**Page:** 9 of 9  
**Subject:** Simplified Chart of Accounts - Smaller Governmental Units  
**Effective Date:** 1 April 1987  
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- 51 Land
- 52 Buildings
- 53 Improvements other than buildings
- 54 Purchase of equipment
- 55 Special projects
- 56 Other
  
- 60 DEBT SERVICE
  - 61 Principal on bonds
  - 62 Interest on bonds
  - 63 Collection charges on bonds
  
- 70 INTERGOVERNMENTAL CHARGES & TRANSFERS
  - 71 Transfers to other funds
  - 72 Contributions to other funds
  - 73 Intergovernmental charges

# STATE OF UTAH

## UNIFORM ACCOUNTING MANUAL

**Reference:** I. B. 02  
**Page:** 1 of 1  
**Subject:** Setting of Property Tax Rates  
**Effective Date:** 1 April 1987  
**Revision Date:** 1 October 1992

Truth-in-Taxation laws impact all governmental units that levy property taxes. In general, the county within which each city, town, school district, and special taxing district is contained, provides a statement showing the aggregate valuation of all taxable property located within each entity and the certified tax rate and levy worksheets to each taxing district by June 8 of each year. The taxing units will then need to determine the required tax levy, adopt a proposed or final tax rate, and send this information back to the county auditor before June 22 of each year.

If there is no increase in the certified tax rate, entities on a June 30 fiscal year end adopt a final tax rate and budget by June 22. Entities on a calendar year adopt final budgets by December 15 and set their tax rates by the following June 22. However, *Utah Code* Section 59-2-918 requires entities with a calendar year end to also hold a tax-increase hearing in conjunction with their budget hearing when setting their budgets in December.

Entities adopting an increase in the certified tax rate are subject to additional disclosure requirements and have until August 17 to adopt a final tax rate. Sections 59-2-918 and 59-2-919 contain information on the additional requirements.

In all cases, a copy of the final budget shall be submitted to the State Auditor within 30 days of adoption. A copy of the budget shall also be available within each entity for inspection by the public.

*Utah Code* Section 59-2-912 sets forth the requirements to submit the tax levy information to the county auditor and indicates the actions taken if the information is not received from the local governments.

The county legislative body of each taxing entity shall, before June 22 of each year, adopt a proposed or, if the tax rate is not more than the certified tax rate, a final tax rate for the taxing entity. The county legislative body shall report the rate and levy, and submit the statement required under Section 59-2-913 and any other information prescribed by rules of the commission for the preparation, review, and certification of the rate, to the county auditor of the county in which the taxing entity is located. If the county legislative body of any taxing entity fails to comply with this section, the county executive of the county in which the taxing entity is located shall notify the taxing entity by certified mail of the deficiency and forward all available documentation to the commission. The commission shall hold a hearing on the matter and certify an appropriate rate.